**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Request for Land Allocation**

Dear [NAME],

I am [NAME OF THE APPLICANT] and have been serving in the [DEPARTMENT] since 20XX. During my service period, I have not been allotted any land as the other employees of the same cadre have been facilitated with land allocation for the residence or agricultural purposes.

I am not granted any substitute payment or any other benefit in the substitute of the land. I have written to the Land & Agriculture Department of [AREA] as well but I have been asked to seek your permission and a NOC for the land allocation. Moreover, I need a certificate of my employment along with all the required details like my service duration, cadre, and other grading credentials.

Sir, I am not bearing any other benefits in this grade of my job as I have always been promised the benefits that are granted to federal employees. However, my salary includes residence allowance as well but no land allocation according to the Employee Land Acquisition Act of 1980 of the state.

Having all this said, I request you to approve my land acquisition request letter. I have enclosed all the required documents necessary for land acquisition. I thank you in anticipation for accepting my request letter and approval. Thank you.

Regards

[NAME]  
[AREA]  
[WORK]  
[DATE: dd-mm-yyyy]