

# Garden Plot Allocation Notification

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to inform you that you have been allocated a garden plot at [Community/Garden Name]. The details of your plot are as follows:

- **Plot Number:** [Insert Plot Number]
- **Location:** [Insert Location Details]
- **Size:** [Insert Plot Size]

Please take note of the following guidelines for maintaining your plot:

1. Maintain the cleanliness of your plot at all times.
2. Respect neighboring plots and their boundaries.
3. Follow all rules regarding planting and maintenance schedules.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

We look forward to seeing you enjoy your new garden plot!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]