[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Software Development Handover
I hope this letter finds you well.
I am writing to formally document the handover of the [Project Name] software development project, which we have completed as per the requirements outlined in our initial agreement. This handover includes all relevant documentation, source code, and other deliverables necessary for your team to take full ownership of the project.
Project Overview:
- Project Name: [Project Name]
- Development Start Date: [Start Date]
- Completion Date: [Completion Date]
Handover Components:
1. Source Code
2. Documentation (User Manuals, Technical Documentation)
3. Test Cases and Results
4. Deployment Instructions
5. Maintenance Plan
Please find attached the following files for your reference:
- [List files or documents attached]
We appreciate the opportunity to work on this project and are confident that the final product will meet your expectations. Should you need any further assistance or clarification during the transition, please do not hesitate to reach out.
Thank you for your trust and collaboration.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]