

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Handover of Materials

I hope this letter finds you well.

I am writing to formally hand over the following materials:

1. [List of materials - description and quantity]
2. [List of materials - description and quantity]
3. [List of materials - description and quantity]

These materials are being handed over as per the agreement dated [insert date]. Please verify that all items are received in good condition.

Should you have any questions or require further information, feel free to contact me at your convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]