

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

Dear [Recipient Name],

Subject: Handover of Records

I hope this letter finds you well. As part of the transition process, I am writing to formally hand over the records associated with [specific project, department, or matter]. This documentation is vital for maintaining continuity and ensuring a smooth transition.

Enclosed with this letter are the following records:

1. [Record Type 1] - [Brief Description]
2. [Record Type 2] - [Brief Description]
3. [Record Type 3] - [Brief Description]

Please review the attached documents to ensure everything is in order. I am available for any clarifications or further assistance you may require during this handover process.

I appreciate your cooperation and look forward to your acknowledgment of this handover.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]