

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Document Handover

I hope this letter finds you well.

I am writing to formally hand over the following documents related to
[Project/Task/Subject]:

1. [Document Title 1]
2. [Document Title 2]
3. [Document Title 3]

The documents are organized and have been prepared for your review.

Please find them attached/enclosed with this letter.

Should you have any questions or require further clarification regarding
any of the documents, feel free to reach out to me at your convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]