

[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 as part of
[briefly state the purpose or project related to the handover].

[List the documents being handed over]

These documents are being submitted as of [date] and are intended for
[explain the purpose or importance of these documents].

Please acknowledge the receipt of these documents by signing and
returning the enclosed copy of this letter. Should you have any questions
or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]