

[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 Official Documents

I am writing to formally hand over the following documents to you as part of our ongoing collaboration. The details of the documents are as follows:

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

These documents are essential for [briefly state the purpose or relevance of the documents].

Please acknowledge receipt of these documents by signing and returning the enclosed copy of this letter. Should you have any questions or need further information, feel free to contact me.

Thank you for your cooperation.

Sincerely,

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