

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

Dear [Recipient Name],

Subject: Document Handover Process

I am writing to formally initiate the document handover process as discussed. Below are the details pertinent to the handover:

1. ****Documents Included****:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

2. ****Condition of Documents****:

- [Brief description of the condition of documents]

3. ****Handover Date****:

- [Proposed date for handover]

4. ****Location for Handover****:

- [Location details]

I kindly request you to confirm the above details and arrange for the handover at your earliest convenience. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]