

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

Dear [Recipient's Name],

Subject: Handover of Documents

I hope this message finds you well.

I am writing to formally hand off the following documents:

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

These documents are crucial for [brief context or purpose of the documents]. Please find them attached/enclosed for your review.

If you have any questions or need further information, feel free to reach out to me.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]