

Telecom Equipment Transfer Confirmation

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient's Company Name]

Subject: Confirmation of Telecom Equipment Transfer

Dear [Recipient's Name],

We are writing to confirm the transfer of the following telecom equipment as per our previous discussions:

- Equipment Type: [Insert Equipment Type]
- Quantity: [Insert Quantity]
- Model Number: [Insert Model Number]
- Serial Numbers: [Insert Serial Numbers]
- Transfer Date: [Insert Transfer Date]

Please acknowledge receipt of this confirmation and confirm the arrangements made for the equipment pickup.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]