

Project Results Transfer Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally transfer the results of our recent project, [Project Name], completed on [Completion Date]. We appreciate your collaboration and support during this process.

Enclosed you will find the following materials:

- Final Report
- Data Set
- Executive Summary

The primary outcomes of this project include:

1. [Outcome 1]
2. [Outcome 2]
3. [Outcome 3]

We believe these results will significantly contribute to [mention impact or future direction]. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]