

Project Handover Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Handover - [Project Name]

Dear [Recipient's Name],

I am pleased to inform you that the [Project Name] has been successfully completed, and we are ready to proceed with the official handover of the project.

The project deliverables have been finalized, and I have attached a detailed report that includes:

- Project Overview
- Key Deliverables
- Project Documentation
- Lessons Learned

Please review the attached documents. In addition, we would like to schedule a meeting to discuss the project handover further and address any questions you may have.

Thank you for your collaboration and support throughout the project. I look forward to your confirmation of the handover meeting.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]