

Subcontractor Project Handover Confirmation

Date: [Insert Date]

To: [Client/Project Manager Name]

[Client/Project Company Name]

[Client Address]

Dear [Client/Project Manager Name],

Subject: Confirmation of Project Handover

We are pleased to confirm the handover of the [Project Name/Description] project as of [Handover Date]. This handover includes all relevant documentation, materials, and any outstanding items.

Enclosed with this letter, you will find:

- Final project report
- All relevant permits and licenses
- Invoices and payment statements
- Warranties and service agreements

Should you have any questions or require further clarifications, please do not hesitate to contact us at [Your Contact Information].

Thank you for the opportunity to work on this project. We look forward to your confirmation of receipt and any feedback you may have.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]