

Project Handover Letter

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to announce the completion of the [Project Name] project, which was initiated on [Start Date]. This letter serves as the formal handover of the project to [Recipient's Company].

Project Details:

- **Project Name:** [Project Name]
- **Completion Date:** [Completion Date]
- **Key Deliverables:** [List of Deliverables]
- **Key Contacts:** [Contact Information]

All relevant documentation, including project reports, contracts, and user manuals, is attached with this letter for your review. We encourage you to reach out if you have any questions or require further clarification regarding the project.

Thank you for the opportunity to work on this project. We look forward to your feedback and hope for a continued partnership in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]