

Project Handover Letter

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that the project titled "[Project Name]" has been successfully completed as of [Completion Date]. We appreciate the opportunity to work with you and are excited to officially hand over the project.

Enclosed are the following documents:

- Final project report
- User manuals
- Service agreements
- Any other relevant documentation

Please review the attached documents for confirmation of project specifications and deliverables. Should you have any questions or require further assistance, do not hesitate to reach out.

Thank you once again for your collaboration. We look forward to the opportunity to work together on future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]