

Project Assets Transfer Letter

Date: _____

To,

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

We are pleased to inform you that we have completed the project, [Project Name], as per the agreement dated [Agreement Date]. This letter serves as a formal transfer of all assets associated with the project to your organization.

The following assets are being transferred:

- [Asset 1 Description]
- [Asset 2 Description]
- [Asset 3 Description]

We assure you that all assets are delivered in good condition and are free from any encumbrances or liabilities.

Please acknowledge receipt of these assets by signing and returning a copy of this letter.

Thank you for the opportunity to work together. Should you have any questions, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, ZIP Code]

Enclosure: Acknowledgment of Receipt

[Client's Name]

[Client's Signature]

Date: _____