

# Project Handover Summary

Date: [Date]

Client Name: [Client Name]

Project Name: [Project Name]

Project Manager: [Project Manager]

## Project Overview

[Brief description of the project, including goals and objectives.]

## Key Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

## Project Timeline

Start Date: [Start Date]

Completion Date: [Completion Date]

## Outstanding Items

[List any outstanding items that need to be addressed.]

## Next Steps

[Outline next steps for the client.]

## Contact Information

If you have any questions or need further information, please contact:

[Your Name]

[Your Position]

[Your Email]

[Your Phone Number]

Thank you for the opportunity to work together. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Company]