

# IT Asset Transfer Acknowledgment

Date: [Insert Date]

From:

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]

To:

[Recipient Name]  
[Recipient Position]  
[Recipient Department]  
[Recipient Company]

Subject: Acknowledgment of IT Asset Transfer

Dear [Recipient Name],

This letter serves as an acknowledgment of the transfer of IT assets from [Your Company/Department] to [Recipient Company/Department]. Below is the list of assets being transferred:

- Asset ID: [Insert ID] - Description: [Insert Description]
- Asset ID: [Insert ID] - Description: [Insert Description]
- Asset ID: [Insert ID] - Description: [Insert Description]

The transfer has been completed as of [Insert Transfer Date]. Please ensure that the assets are received in good condition. If you have any questions or need further clarification, feel free to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]