

# IT Asset Transfer Agreement

**Date:** [Insert Date]

**Parties:**

[Vendor Name]

[Vendor Address]

[Vendor Contact Information]

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]

**Subject:** IT Asset Transfer Agreement

Dear [Vendor Name],

This letter serves as an agreement between [Your Company Name] and [Vendor Name] for the transfer of IT assets as outlined below:

## Assets Description:

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

## Transfer Terms:

1. The transfer will take place on [Insert Date].
2. [Your Company Name] will ensure that all assets are in good working condition prior to the transfer.
3. [Vendor Name] agrees to accept the assets as is, acknowledging any known issues.

**Signatures:**

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[Your Name]

[Your Position]

[Your Company Name]

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[Vendor's Name]

[Vendor's Position]

[Vendor Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]