

# IT Asset Transfer Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of IT Asset Transfer for Hardware Relocation

Dear [Recipient Name],

This letter serves to confirm the transfer of IT assets listed below due to the upcoming hardware relocation scheduled for [Insert Date].

## Asset Details:

- Asset Tag: [Asset Tag Number]
- Device Type: [Device Type]
- Model: [Model Name]
- Serial Number: [Serial Number]
- Current Location: [Current Location]
- New Location: [New Location]

Please ensure that all necessary procedures are followed for the transfer of ownership and proper documentation is maintained. If you have any questions or require further information, feel free to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email]

[Your Phone Number]