

IT Asset Transfer Request

Date: [Insert Date]

From: [Your Name]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

Department: [Recipient Department]

Subject: Request for IT Asset Transfer

Dear [Recipient Name],

I am writing to formally request the transfer of the following IT assets from [Your Department] to [Recipient Department]:

Asset Type	Asset ID	Asset Description
[Asset Type 1]	[Asset ID 1]	[Asset Description 1]
[Asset Type 2]	[Asset ID 2]	[Asset Description 2]

The reason for the transfer is [Insert Reason]. I confirm that these assets are in good working condition and have been properly maintained.

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]