

Asset Management Handover Letter

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. This letter serves as the official handover of asset management responsibilities pertaining to [specific assets or projects] from [Your Name/Your Role] to [Recipient's Name/Recipient's Role]. The effective date of this transition will be [Insert Effective Date].

Enclosed with this letter are the following documents and items:

- Asset inventory list
- Current asset management agreements
- Financial statements related to the assets
- Maintenance records
- Contact information for relevant stakeholders

This handover is crucial to ensure a seamless transition and continued success in managing these assets. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further clarification during this transition.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]