

# Project Handover Letter

Date: [Insert Date]

To,

[Contractor's Name]  
[Contractor's Address]  
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Project Handover for [Project Name]

We are pleased to inform you that the project titled [Project Name], located at [Project Address], has reached completion as of [Completion Date]. This letter serves as the formal handover of the project.

Enclosed are the following documents for your reference:

- Final project reports
- As-built drawings
- Operation and maintenance manuals
- Warranties
- Completion certificates

Please ensure that all outstanding payments and necessary inspections are completed within the stipulated timeline agreed upon in our contract.

We appreciate your commitment and effort throughout this project. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Contact Information]