

Construction Project Handover Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to acknowledge the handover of the [Project Name] located at [Project Address]. The handover was conducted on [Handover Date].

The following documents have been provided as part of the handover process:

- Final Project Report
- As-Built Drawings
- Warranty and Maintenance Information
- Compliance Certificates

By signing this acknowledgment, we confirm that the handover has been completed successfully and that all project specifications have been met.

Thank you for your cooperation and support throughout the project.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]