

Letter of Transition to Operations

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that the [Project Name] construction project is now complete and we are transitioning into the operational phase. We appreciate your support and collaboration throughout the project's duration.

This transition will be effective on [Transition Date]. Our team will ensure that all necessary documentation, operational guidelines, and maintenance schedules are provided to facilitate a smooth handover.

We look forward to your partnership as we move into this new phase and aim to achieve operational success. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention, and we look forward to continued successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]