

# Project Turnover Details

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that the construction project, [Project Name/Description], has reached its completion. Below are the turnover details:

## Project Overview:

- Project Name: [Insert Project Name]
- Project Location: [Insert Location]
- Start Date: [Insert Start Date]
- Completion Date: [Insert Completion Date]
- Contract Value: [Insert Contract Value]

## Turnover Summary:

- Final Inspection Date: [Insert Date]
- List of Completed Work: [Insert Details]
- Outstanding Issues: [Insert Details, if any]
- Operation Manuals and Warranties: [Insert Details]

Please find attached all relevant documents, including the final inspection report and warranty information. We would like to schedule a meeting to discuss any final details and ensure a smooth transition.

Thank you for your cooperation and support throughout this project. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]