

Project Handover Announcement

Date: [Insert Date]

Dear [Client's Name],

We are pleased to announce the successful completion of the [Project Name] project. We appreciate the trust you placed in us and the collaboration we shared throughout the project duration.

The project is officially being handed over to you on [Handover Date]. All related documentation, including user manuals and maintenance guides, will be provided for your reference.

We are confident that the delivered project meets your expectations and will serve your needs. Our team is available for any questions or assistance you may require during this transition.

Thank you for the opportunity to work together. We look forward to our continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]