

Property Handover Communication

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of the handover of the property located at [Property Address]. As per our agreement, the handover is scheduled for [Date].

We will ensure that the property is returned in good condition, with all keys and relevant documents handed over at that time. Please let us know if you would prefer to conduct a walk-through during the handover.

Thank you for your cooperation. I look forward to your confirmation.

Sincerely,

[Your Name]

[Your Contact Information]