

Dear [Client's Name],

We hope this message finds you well. We are writing to confirm the handover dates for the [Project Name] project.

The scheduled handover is set for [Start Date] through to [End Date]. During this period, we will ensure that all remaining tasks are completed and that you have all necessary documentation and training required for a smooth transition.

Please feel free to reach out if you have any questions or need further clarification.

Thank you for your continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]