

Official property handover letter

Subject: Surrender of Property

Dear [Recipient Name],

I hereby submit this letter to formally surrender possession of [property description, e.g., company vehicle, office space, or equipment] effective from [date]. All keys, documents, and relevant materials are included with this submission.

Kindly acknowledge receipt of the property and confirm the completion of the surrender process.

Sincerely,

[Your Name]

[Position/Role]

[Company/Organization Name]

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