

# Equipment Transfer Confirmation Letter

Date: June 20, 2024  
Transfer Reference No.: TRF-2024-055  
From Department: Facilities Management  
To Department: Research & Development

## Subject: Confirmation of Equipment Transfer

This letter serves to confirm the transfer of the following equipment from Facilities Management to Research & Development as per the arrangements made:

Equipment Name	Asset Tag	Serial Number	Condition
Laptop (Dell Latitude 5520)	FA-18523	D5520-XYZ9340	Good
Projector (Epson EB-X41)	FA-20437	EBX41-839201	Fair

Both parties have reviewed and confirmed the equipment listed above. It is agreed that the responsibility for these assets is officially transferred on the mentioned date.

### Sender

Name: John Smith  
Position: Facilities Manager

### Recipient

Name: Emily Clark  
Position: R&D Lead

## Important Notes:

- Ensure both parties verify the condition and details of equipment before signing.
- This document should be stored for asset tracking and audit purposes.
- Any discrepancies must be reported immediately upon receipt.
- All transfers are subject to the organization's asset management policies.