

# Detailed Transfer Letter for Movable Asset

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Document Ref: \_\_\_\_\_

## From:

Name/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

## To:

Name/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

## Details of Movable Asset Being Transferred

Asset Name	_____
Asset Description	_____
Asset ID/Tag Number	_____
Quantity	_____
Condition	_____
Value (if applicable)	_____
Date of Transfer	____ / ____ / ____
Remarks	_____

I/We hereby confirm the transfer of the movable asset(s) listed above from the undersigned party (â€œFromâ€) to the recipient party (â€œToâ€) as per the terms and conditions agreed upon.

Sender's Signature & Date	Receiver's Signature & Date
Name: _____	Name: _____
Designation: _____	Designation: _____

## Important Notes:

- Ensure all asset details are accurate and verifiable before transfer.
- Both parties should retain a copy of the signed transfer letter.
- Condition and value of the asset should be jointly verified at the time of transfer.
- This document may be used for internal record keeping and audit purposes.
- Acknowledgement by both parties is necessary for the transfer to be deemed valid.