

Inter-Department Movable Asset Transfer Letter

[Organization Name]

Letter Ref. No: []
Date: [DD/MM/YYYY]

From Department: [Department Name]
To Department: [Department Name]

Subject: Transfer of Movable Asset(s)

Dear Sir/Madam,

This is to formally request and record the transfer of the following movable asset(s) from [From Department] to [To Department], effective from [Effective Date].

S. No.	Asset Description	Asset ID / Code	Quantity	Condition	Remarks
1	[e.g., Laptop - Dell Inspiron 5502]	[Asset ID/12345]	1	[Good/Fair/New]	[Optional]

Kindly acknowledge the transfer and arrange for update of inventory records accordingly.

Authorized by,

[Name & Designation]
[From Department]
Received by,

[Name & Designation]
[To Department]

Important Notes:

- Ensure all asset details are correctly entered and match inventory records.
- Both departments should retain a signed copy for their records.
- Any discrepancies or damages should be reported immediately.
- This letter serves as an official document for asset responsibility transfer.