

INTERNAL TRANSFER LETTER
FOR MOVABLE ASSET

Ref No.: _____ | Date: ____/____/____

From Department/Location: _____

To Department/Location: _____

Custodian (if any): _____

Transfer Date: ____/____/____

Asset Details

S.No.	Asset Description	Asset Code/ID	Quantity	Remarks
1	_____	_____	_____	_____
2	_____	_____	_____	_____

Purpose/Reason for Transfer

Transferred By,

Name & Signature
Date: ____/____/____
Received By,

Name & Signature
Date: ____/____/____

Important Notes:

- This document acts as an official record of transfer for movable assets within the organization.
- All details must be filled accurately and legibly.
- Both transferring and receiving parties must sign and retain copies for their records.
- The asset management team must update the inventory records accordingly.
- Any discrepancies should be reported immediately to the asset management department.