

Movable Asset Transfer Letter

Date: _____

From (Transferor):

Name: _____
Designation/Department: _____
Address: _____

To (Transferee):

Name: _____
Designation/Department: _____
Address: _____

Subject: Transfer of Movable Asset(s)

This is to certify that the following movable asset(s) have been handed over by the undersigned to the transferee as per the details below:

S. No.	Description	Make/Model	Serial/Asset No.	Condition	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____

I, the undersigned transferee, acknowledge the receipt of the above asset(s) in the listed condition and agree to take full responsibility for their custody and proper use.

Transferor Signature

Name:
Date:

Transferee Signature

Name:
Date:

Important Notes:

- Ensure all asset details are accurate and verified before transfer.
- Both parties should retain a signed copy of this letter for future reference.
- The transfer should comply with relevant company policies and procedures.
- Any defects or issues with the asset should be clearly mentioned in the remarks.
- This document serves as legal evidence of asset transfer and acceptance.