

Transfer Letter for Movable Asset

Date: _____

To,

[Recipient Name]

[Recipient Department/Location]

Subject: Transfer of Movable Asset

Dear [Recipient Name],

This is to formally notify and document the transfer of the following movable asset(s) from [Current Holder/Department] to [New Holder/Department]. Please find below the details of the asset(s) being transferred:

Asset Description	Asset ID/No.	Quantity	Condition	Remarks
Laptop - Dell Latitude 5420	MA-2023-1021	1	Good	With charger & bag
Projector - Epson EB-X41	MA-2022-0745	1	Fair	Lens cap missing

Kindly acknowledge receipt of the above-listed asset(s). Upon transfer, it is expected that the asset(s) will be used and maintained in accordance with company policy.

Authorized Signatory

Recipient Signature

Important Notes

- This document serves as an official record of asset transfer between departments/individuals.
- Details of all movable assets, including condition and accessories, should be clearly specified.
- Both transferring and receiving parties must sign and keep a copy of this letter.
- Any discrepancies or damages must be reported immediately upon receipt.
- Adhere to company policies and procedures for asset transfer and record-keeping.