

Project Handover Letter

[Your Name]

[Your Company Name]

[Your Company Address]

October 16, 2050

Barry Morar

IntelShop

Oklahoma City, OK 73101

Dear **Barry Morar**,

We are pleased to inform you that the construction of the Oklahoma Community Center located at **Oklahoma City, OK 73101** has been successfully completed as of October 10, 2050.

This letter serves to officially hand over the project and all associated deliverables, which include:

- Completed building structure
- All relevant construction documents
- Maintenance manuals and warranties
- Site survey reports

We kindly request your acknowledgment of this handover by signing below. Please note that from this date forward, all responsibilities regarding the Greenwood Community Center will be transferred to you.

Thank you for the opportunity to work on this project. We look forward to your feedback and hope to collaborate on future endeavors.

Sincerely,

Signature

[Your Name]

Acknowledgment of Handover:

Signature

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Chris Robé, Stephen Charbonneau



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