

# Material Handover Sample Letter Format

From,

Amanda Jobs

Purchase Manager

Zenith Technologies

London

Date: August 29, 2021

To,

Anthony Hobbs

Senior Accountant

Zenith Technologies

London

Sub: Material Handover to Mr. Anthony Hobbs

Dear Mr. Anthony,

As requested by you, here is the list of the materials that have been handed over to you on August 15<sup>th</sup>, 2020. Kindly go through the list of items and acknowledge the same by signing this letter.

S. No.	Material Description	Quantity	Remarks, if any
1	Lenovo Laptop	1	
2	SanDisc Pen Drive	1	
3	iBall Mouse	1	
4	A4 size paper bundle	2	
5	Markers	2	
6	Calculator	1	
7	Glue stick	1	
8	Highlighter	1	
9	Writing pads	2	
10	Folders	2	

Thanking you.

Receiver's Signature