**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 15th, 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