

Asset Transfer Notice

Date:

To:

From:

This is to formally notify you that the following asset(s) will be transferred:

Asset Name	Asset ID	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Effective Transfer Date:

Both parties are requested to review the details and acknowledge the transfer by signing below.

Sender Signature: _____ Date: _____

Recipient Signature: _____ Date: _____