

Date: [Insert Date]

To: [Tenant/Buyer Name]

Company: [Tenant/Buyer Company Name]

Address: [Tenant/Buyer Mailing Address]

RE: Transfer of Possession and Keys

Property Address: [Insert Full Property Address, including Suite Number]

Dear [Name of Contact Person],

This letter serves as formal confirmation that possession of the above-referenced commercial property has been transferred from [Landlord/Seller Name] to [Tenant/Buyer Name] effective as of [Time] on [Date].

As of this date, the following items have been handed over:

- [Number] Sets of Main Entry Keys
- [Number] Sets of Interior Office Keys
- [Number] Key Cards / Fobs for Building Access
- [Number] Remote Controls for Garage/Gate Access
- [Number] Mailbox Keys
- Security Codes for Alarm Systems

By signing below, the Recipient acknowledges that they have inspected the premises and accept the keys and possession of the property in accordance with the terms of the [Lease/Purchase] Agreement dated [Date of Agreement].

From this point forward, the Recipient assumes responsibility for the security of the premises and all utility obligations as specified in the Agreement.

Handed over by:

Signature: _____

Name: [Name of Releasing Party]

Title: [Title]

Received by:

Signature: _____

Name: [Name of Receiving Party]

Title: [Title]