

Date: [Insert Date]

To: [Recipient Name/Tenant/Buyer Name]

Address: [Recipient Mailing Address]

Subject: Handover of Keys and Possession of Property

Dear [Recipient Name],

This letter serves as formal confirmation of the handover of possession and keys for the property located at:

Property Address: [Insert Full Address of Property]

As of [Insert Time] on [Insert Date], the possession of the aforementioned property has been officially transferred to [Recipient Name].

Details of Keys Provided:

- Main Entrance Keys: [Number] set(s)
- Bedroom/Internal Door Keys: [Number] set(s)
- Mailbox Keys: [Number] set(s)
- Garage/Gate Remotes: [Number] set(s)
- Other: [List any other access items]

Utility Meter Readings (at time of handover):

- Electricity: [Reading Value]
- Water: [Reading Value]
- Gas: [Reading Value]

By signing this document, the recipient acknowledges that they have inspected the property, received the keys listed above, and accepted possession of the premises in its current condition.

Handed over by:

Signature: _____

Name: [Owner/Representative Name]

Received by:

Signature: _____

Name: [Recipient Name]