

[Date]

[Client Name]
[Client Company]
[Client Address]

Subject: Transfer of Files and Assignment of Assets

Dear [Client Name],

This letter serves to formally confirm the transfer of files and the assignment of intellectual property rights for the project [Project Name/Reference Number], completed on [Completion Date].

1. Transfer of Files

The following digital assets and deliverables have been delivered to you via [Method of Transfer, e.g., Cloud Link/Hard Drive]:

- [Description of File 1, e.g., Final Source Files]
- [Description of File 2, e.g., High-Resolution Exports]
- [Description of File 3, e.g., Documentation and Manuals]

2. Assignment of Assets

Effective as of [Date], [Your Name/Company Name] hereby assigns, transfers, and conveys to [Client Company] all rights, titles, and interests in the final deliverables created specifically for this project. This includes, but is not limited to, copyrights, trademarks, and trade secrets associated with the final assets.

3. Retained Rights

[Your Name/Company Name] retains the right to use the completed project or elements of the work for internal portfolio and promotional purposes, unless otherwise agreed upon in writing.

4. Acceptance

Please acknowledge receipt of the files and acceptance of this assignment by signing below and returning a copy of this letter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledgment and Acceptance:

Signature: _____

Name: [Client Representative Name]

Date: _____