

Handover letter example

Aster Works to fictional client

FICTIONAL TRAINING DOCUMENT - NO COMMERCIAL OR LEGAL EFFECT

DEMO / 10-HANDOVER-LETTER

Example date: 15 September 2026

SUBMISSION

Please review the fictional Aster Workshop package. The index organizes company documents, commercial offers and delivery evidence.

ENCLOSURES

Ten generated source PDFs, plus a reference to page 2 of the material offer. The source is reused without another full copy.

OUTSTANDING POINTS

Insurance example is expired. The material declaration does not cover the package deadline. The safety-plan placeholder remains incomplete.

CLOSING

This letter is a software demonstration. It is not signed, sent or legally effective.