

	Standard Operating Procedures	Document No.: SF-D&P-C04
	System Form	Version No.: 01
	Title: Site Hand Over Letter	Effective Date:
		Page 1 of 1

Date:
Memo No.

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Sub: Site Hand Over

Ref:

Dear Concern,

With reference to the above, this is to inform you that, the site namedis handed over to you/your representative on for execution of works within schedule time .

In view of the above, you are requested to take necessary steps to start the project work and submit a work plan with days.

Thanking you,

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Copy to:

- 1.
- 2.

