**Date: [«date»]**

**Time: [«time»]**

Dear Security,

**REF: ASSET MOVEMENT FORM NUMBER: TDL\_00[«document\_id»]**

Kindly allow [**«person\_name»**] of ID Number **[«person\_id»]** to transfer the asset with details listed below:

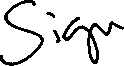
**Asset Type: [«asset\_name»]**

**Asset Serial Number: [«asset\_sn»]**

**From: [«place\_from»]**

**To: [«place\_to»]**

**Collected by Confirmed by**



**Name: [«person\_name»] Name: [«receiver»]**

**For: [«place\_from»] For: [«place\_from»]**