

Casual Email Agreement

Subject: Agreement on Resolution

Hi [Recipient Name],

Following our discussion, we have agreed to resolve the matter of [Issue] amicably. The terms of our compromise are as follows:

- [Term 1]
- [Term 2]
- [Term 3]

Please confirm that you are in agreement by replying to this email. Looking forward to closing this matter smoothly.

Best regards,

[Your Name]

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