

Friendly Agreement

Subject: Agreement on [Project/Task]

Hey [Recipient Name],

Just wanted to make sure we are on the same page about [specific task/project]. As we discussed, we will both handle our responsibilities as follows:

- I will [task/responsibility]
- You will [task/responsibility]

Let's check in on [date] to make sure everything is going smoothly.

Cheers,

[Your Name]

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