

Quick Personal Agreement Message

Subject: Agreement Confirmation

Hi [Recipient's Name],

This is just a quick note to confirm what we agreed on: [Agreement details]. Nothing fancy – just making sure it's in writing so we both remember.

Thanks for agreeing to this. I'm confident it'll work out.

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-personal-agreement-letter>