

Formal Verbal Agreement Confirmation Letter for Business Deal

Subject: Confirmation of Verbal Agreement Reached on [Date]

Dear [Recipient's Name],

I am writing to formally confirm the verbal agreement we reached on [date] regarding [specific details of the agreement]. As discussed, both parties agreed that [outline the key terms, such as payment schedule, scope of work, delivery timelines, or service details].

This letter serves to ensure mutual understanding and documentation of what was agreed upon.

Please review the terms below and confirm that they accurately reflect our conversation:

1. [Term 1]
2. [Term 2]
3. [Term 3]

If any adjustments are needed, kindly let me know at your earliest convenience. Otherwise, this letter will serve as written confirmation of our verbal agreement.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

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