

Casual Verbal Agreement Confirmation Email Between Colleagues

Subject: Just Confirming Our Agreement

Hi [Name],

Just wanted to follow up on our chat earlier about [topic]. As agreed, I'll take care of [specific task] by [date], and you'll handle [their task or responsibility].

This email is just to have it in writing so we're both clear on what we discussed. Let me know if I missed or misunderstood anything.

Thanks,

[Your Name]

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