

Official Verbal Agreement Confirmation Letter After Meeting

Subject: Confirmation of Verbal Agreement Following Our Meeting

Dear [Recipient's Name],

I wish to confirm the verbal agreement reached during our meeting on [date] concerning [project, contract, or negotiation topic]. As discussed, both parties consented to the following terms and conditions:

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

Please review this summary and inform me if any details require correction. Once confirmed, we can proceed to the next stage of our arrangement based on these terms.

Thank you for your time and collaboration.

Yours faithfully,

[Your Name]

[Your Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/verbal-agreement-confirmation>