

Preliminary Verbal Agreement Confirmation Letter

Subject: Preliminary Confirmation of Verbal Agreement

Dear [Recipient's Name],

Following our conversation on [date], I am writing to confirm the preliminary verbal agreement we made concerning [topic]. This serves as an initial record until a formal written contract is finalized.

As per our discussion, the main points are as follows:

1. [Key point 1]
2. [Key point 2]
3. [Key point 3]

Please review these details and let me know if any corrections are required. Once confirmed, we can proceed to draft the final written agreement.

Kind regards,

[Your Name]

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