

Verbal Agreement Confirmation Email After Phone Call

Subject: Confirmation of Phone Conversation Agreement

Dear [Name],

I am writing to confirm the key points we agreed upon during our phone call earlier today. As discussed, [outline agreement details such as deadlines, responsibilities, or prices].

This message is intended to ensure clarity and mutual understanding. Please confirm that the above aligns with your notes from our discussion so we can move forward confidently.

Thank you,

[Your Name]

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