

Formal confirmation email of a verbal consultancy agreement

Dear Mr. Henderson,

I am writing to formally confirm the verbal agreement we reached during our meeting on July 30th, 2025, regarding the provision of consultancy services for your logistics expansion project.

As discussed, I will begin providing weekly consulting sessions starting August 5th, 2025. Each session will last 2 hours, and the agreed rate is \$150/hour. You have agreed to a minimum engagement period of 3 months.

Please confirm that the terms outlined above align with our conversation. Upon your confirmation, I will proceed with preparing a detailed project plan.

Thank you for your time and trust.

Sincerely,

Melissa Trent

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