

Serious Verbal Agreement Confirmation for Legal Clarity

Subject: Written Confirmation of Verbal Agreement for Legal Reference

Dear [Recipient's Name],

This letter serves as written confirmation of the verbal agreement made on [date] regarding [specific subject]. The main terms include:

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

Please be advised that this written confirmation is intended to prevent any future misunderstandings and may be used as reference documentation if required. Kindly acknowledge receipt and agreement with these terms.

Yours sincerely,

[Your Full Name]

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