

Friendly Email Confirming Verbal Promise or Understanding

Subject: Just Making Sure Weâ€™re on the Same Page!

Hey [Name],

I just wanted to make sure weâ€™re aligned on what we discussed earlier. As agreed, youâ€™ll handle [specific action], and Iâ€™ll complete [your part] by [date].

This isnâ€™t anything formal â€“ just keeping our word clear so we donâ€™t forget later.

Appreciate your cooperation and trust as always!

Cheers,

[Your Name]

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