

Agreement for Phone Conversation Timing

Date: [Insert Date]

From: [Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

To: [Recipient's Name] [Recipient's Title] [Recipient's Company] [Company Address] [City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally agree on the timing of our upcoming phone conversation.

Proposed Date: [Insert Date] Proposed Time: [Insert Time] Time Zone: [Insert Time Zone]

Please confirm your availability for the proposed schedule or suggest an alternative that works better for you.

Thank you for your cooperation.

Sincerely,

[Your Name] [Your Position] [Your Company]