

# Letter of Verification for Business Deal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally verify the details of our business arrangement as discussed on [Insert Date of Meeting/Call]. The specifics of our agreement are as follows:

- **Parties Involved:** [Your Company Name] and [Recipient's Company Name]
- **Nature of Deal:** [Brief Description of the Deal]
- **Terms of Agreement:** [Insert Terms Here]
- **Timeline:** [Insert Timeline Here]
- **Payment Terms:** [Insert Payment Terms Here]

Please review the above details and confirm your agreement. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]