

Letter of Acceptance of Spoken Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm and accept the terms of our spoken agreement regarding [briefly describe the subject of the agreement].

During our conversation on [insert date of conversation], we discussed the following key points:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

I believe that our agreement addresses all pertinent details, and I am committed to upholding my end of the arrangement as discussed.

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your cooperation and I look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]