

# Acknowledgment of Oral Commitment

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge our recent conversation on [date] regarding [specific topic or commitment]. During our discussion, we agreed that [briefly summarize the commitment made orally].

This letter serves to confirm that I understand and accept the terms of our agreement as discussed. I appreciate your commitment to [mention any relevant points], and I look forward to our collaboration on this matter.

Please let me know if you have any further questions or if there are additional details you would like to discuss.

Thank you for your attention to this matter.

Sincerely,

[Your Name]