

Clarification of Verbal Terms

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Verbal Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the verbal terms that we discussed on [insert date of discussion]. For the sake of clarity and to avoid any misunderstandings, I would like to confirm the following points:

- **Term 1:** [Description of Term 1]
- **Term 2:** [Description of Term 2]
- **Term 3:** [Description of Term 3]

Please let me know if my understanding aligns with yours or if there are any adjustments that need to be made. It is important to me that we are on the same page moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]