

Oral Agreement Verification

Date: [Insert Date]

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

To: [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 confirm the details of our oral agreement made on [Insert Date of Agreement].

As per our conversation, the key points of our agreement are as follows:

- [Detail 1 of Agreement]
- [Detail 2 of Agreement]
- [Detail 3 of Agreement]

Please let me know if my understanding is correct or if any adjustments need to be made. It is important for both of us to be on the same page moving forward.

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

Sincerely,

[Your Name]