

Recap of Verbal Negotiations

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recap of Recent Negotiations

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a recap of our verbal negotiations held on [Insert Date]. Below are the key points we discussed:

1. Overview of Negotiations

[Provide a brief overview of the negotiations, including context and purpose.]

2. Key Points Discussed

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

3. Agreed Actions

[List any actions that have been agreed upon by both parties.]

4. Next Steps

[Outline the next steps in the negotiation process, including timelines if applicable.]

Thank you for your time and input during our discussions. Please feel free to reach out if you have any questions or if there is anything further you would like to discuss.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]