

Summary of Verbal Understanding

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Summary of Verbal Understanding

Dear [Recipient's Name],

Following our recent conversation on [insert topic], I wanted to summarize our verbal understanding for clarity and record-keeping.

Key Points Discussed:

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

We agreed on the following actions moving forward:

1. [Action Step 1]
2. [Action Step 2]
3. [Action Step 3]

Please review this summary and let me know if there are any discrepancies or if further clarification is needed.

Thank you for your time and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]