

Verbal Contract Acknowledgment

Date: [Insert Date]

From: [Your Name]

Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

I am writing to formally acknowledge our verbal agreement regarding [brief description of the contract terms]. We discussed the following details:

- Agreement Type: [Type]
- Scope of Work: [Scope]
- Timeline: [Start Date] to [End Date]
- Payment Terms: [Payment Details]

Please let me know if the above accurately reflects our discussion. I believe it is essential to document our agreement to prevent any misunderstandings in the future.

Thank you for your time, and I look forward to your confirmation.

Sincerely,

[Your Name]