

Written Confirmation of Verbal Deal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 formally confirm the details of our recent verbal agreement made on [insert date of the conversation]. Our discussion revolved around [briefly describe the deal or agreement].

To summarize, the terms of our agreement include the following:

- Term 1: [Details]
- Term 2: [Details]
- Term 3: [Details]

Please review the above terms and let me know if everything is correct or if any adjustments are needed. I believe this will be a mutually beneficial arrangement, and I look forward to moving forward.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]