

Casual Personal Agreement Email Between Friends

Subject: Our Agreement

Hey [Friend's Name],

Just writing this down so we're both on the same page. We agreed that I'll take care of [specific task/responsibility], and in return, you'll handle [other responsibility]. Let's stick to this plan and make sure it works out smoothly.

No need to make this complicated – I trust you, and I know you trust me. If anything changes, let's just talk it out.

Cheers,

[Your Name]

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