## **Quick Confirmation Message for Small Business Transaction**

Subject: Confirming Our Verbal Agreement
Hi [Name],
Just confirming what we agreed upon earlier â€" [describe transaction, e.g., delivery of goods,
payment schedule, or service details]. I'II proceed as discussed and expect your confirmation by
[date].
Thanks for the smooth communication!
Best regards,

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[Your Name]

 $\underline{https://www.letters and templates.com/letters/verbal-agreement-confirmation}$