Friendly Email Confirming Verbal Promise or Understanding

Subject: Just Making Sure We're on the Same Page!

Hey [Name],

I just wanted to make sure we're aligned on what we discussed earlier. As agreed, you'II handle [specific action], and I'II complete [your part] by [date].

This isn't anything formal â€" just keeping our word clear so we don't forget later.

Appreciate your cooperation and trust as always!

Cheers,

[Your Name]

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