**LETTER CONFIRMING A VERBAL AGREEMENT**

**[Senders Name]  
[Address line]  
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]  
[Address line]  
[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear **[Recipients Name],**

This letter is confirmation of the verbal agreement we had over the phone day before yesterday. From what I gather, I will provide the additional topsoil. Your back and front yards are also supposed to be graded, and an ABC sprinkler system #1458 is to be installed too. I will be paid $2000 for the completion of all these tasks. The starting date of this assignment is Tuesday, June 7 as per your requirements.  
  
If this document does not represent any discrepancies, then kindly sign your name below and return this copy of the agreement to me. I look forward towards a healthy employer-employee relationship.

Sincerely,  
  
**[Senders Name]  
[Senders Title] -Optional-**

**[Enclosures: number] - Optional -**  
cc: **[Name of copy recipient] - Optional -**