

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Verbal Agreement - Supply of Contract Workers

I am writing to formally confirm the verbal agreement reached during our conversation on [Date of Conversation] regarding the supply of contract workers by [Your Company Name] to [Client Company Name].

As discussed, the following key terms were agreed upon:

- **Service:** Provision of [Number/Type of Workers] for the [Project Name/Department] project.
- **Commencement Date:** [Start Date].
- **Agreed Rate:** [Rate, e.g., \$XX per hour/day] per worker.
- **Payment Terms:** [e.g., Net 30 days] from the date of invoice.

Attached to this letter is a copy of our standard Terms of Business. These terms shall govern the placement of contract workers and our ongoing professional relationship.

Please review the attached document. Unless we hear from you to the contrary by [Deadline Date], or should you proceed to engage the workers provided, it will be understood that you have accepted these terms in full.

We look forward to a successful collaboration. Should you have any questions, please do not hesitate to contact me directly.

Yours sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]