

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

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

Dear [Recipient Name],

Subject: Confirmation of Verbal Agreement for Exclusive Partnership

I am writing to formally confirm the terms of the verbal agreement reached during our conversation on [Date of Conversation] regarding the exclusive partnership between [Your Company Name] and [Recipient Company Name].

Based on our discussion, both parties have agreed to the following Terms of Business:

- **Exclusivity:** [Recipient Company Name] shall be the sole and exclusive provider/partner for [Specific Product or Service] for the duration of this agreement.
- **Duration:** This partnership will commence on [Start Date] and remain in effect until [End Date/Review Date].
- **Pricing/Rates:** The agreed-upon rates for these services are [Insert Price or Reference Attached Quote].
- **Territory:** This exclusivity applies to the following geographical area: [Insert Region/Market].
- **Responsibilities:** [Briefly list 1-2 key responsibilities for each party].

This letter serves as a formal record of our mutual intent to move forward under these exclusive terms. We are currently drafting the comprehensive partnership contract which will incorporate these points and will be sent to you for signature by [Date].

If any part of this summary does not align with your understanding of our conversation, please contact me immediately to clarify.

We are excited about the opportunities this exclusive partnership will bring to both our organizations.

Yours sincerely,

[Signature]

[Your Printed Name]
[Your Job Title]