[Date]

[Other Person Name]

[Other Person Address Line 1]

[Other Person Address Line 2]

[Other Person Address Line 3]

Dear [Other Person Name],

Thanks so much for taking the time to chat on [date] at [time]. I’m writing down our conversation to make sure I didn’t misunderstand the agreement we made.

We spoke in order to reach a resolution about [issue].

I am concerned about \_\_\_\_\_\_\_, and gave you the following details about this situation:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You agreed that you’d take the following steps:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agreed that the problem will be resolved by [date].

I will rely on this being true unless you inform me otherwise, in writing. Thanks again for taking the time to talk.

Sincerely,

[My Name(s)]

[My Address Line 1]

[My Address Line 2]

[My Address Line 3]