

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

I write to confirm that during our phone conversation on [date of call], we agreed [brief summary of specifics of call].

As we discussed, I [will/have/am] [summarize what you will do or have done because of the discussion, and include dates and deadlines]. In turn, you should [summarize what the reader should do or should have done].

I will talk to you again [next week, on the 16th, in two months, etc.] to discuss the matter further. If you have any questions in the meantime, please phone me at [your phone number].

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]