Date

Name of person you have the understanding with  
Address  
City, MI Zip Code

Dear Name of person you have the understanding with:

As discussed in our \"phone conversation,\" \"meeting,\" etc. on date and year of it took place I understand that we agreed upon the following:

(Insert the agreement or part of conversation you want recorded here.) Take as much space as needed -- but be clear and concise!

Thank you for your time and assistance,

Parent/Guardian Name  
Address  
City, MI Zip Code  
Phone Number