

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Zdenek [Last Name]
[Zdenek's Position]
[Zdenek's Company]
[Zdenek's Company Address]
[City, State, Zip Code]
Dear Zdenek,
[Opening statement or introduction]
[Main body of the correspondence]
[Closing statement]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]