

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
[Opening paragraph: Introduce the purpose of the letter and any necessary background information.]
[Body paragraph(s): Provide detailed information regarding the subject, including specifics regarding the zmluvy or contract terms.]
[Closing paragraph: Summarize the main points, state any actions needed, and express openness for further communication.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]