

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Zmluva Confirmation

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to confirm the terms of our agreement regarding [brief description of the agreement]. Below are the key details:

1. **\*\*Parties Involved\*\***:
  - [Your Name / Company Name]
  - [Recipient's Name / Company Name]
2. **\*\*Effective Date\*\***:
  - [Date]
3. **\*\*Terms of Agreement\*\***:
  - [Detail the terms and conditions]
4. **\*\*Duration\*\***:
  - [Specify the duration of the agreement]
5. **\*\*Payment Terms\*\***:
  - [Specify payment details]

Please review the terms outlined above and confirm your acceptance by signing and returning a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]