

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

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

Dear [Recipient Name],

Subject: Zmluva

I am writing to formalize our agreement regarding [briefly describe the purpose/subject of the contract].

We hereby confirm the terms as discussed:

1. [Term 1]
2. [Term 2]
3. [Term 3]

Please review and let me know if you have any questions or require modifications. We look forward to finalizing our partnership.

Sincerely,

[Your Name]  
[Your Title/Position]