

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Zmluva [or Subject of the Contract]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally propose the terms of the zmluva regarding [briefly describe the purpose of the contract]. Below are the key points for your review:

1. ****Parties Involved****: [Your Name/Company] and [Recipient Name/Company].
2. ****Term of Agreement****: [Start Date] to [End Date].
3. ****Scope of Work****: [Brief description of services/products].
4. ****Compensation****: [Details of payment terms].
5. ****Confidentiality Clause****: [Brief overview of any confidentiality agreements].
6. ****Governing Law****: [Applicable laws].

Please review the proposed terms and let me know if you have any questions or require modifications. I look forward to your response.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Title/Position]