

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Zmluva - [Brief Description of the Subject]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally present the proposal for a zmluva regarding [specific purpose or subject of the contract].

1. ****Introduction****

This section outlines the purpose of the zmluva and its importance to both parties.

2. ****Scope of Work****

Detail the services/products to be provided, including timelines and deliverables.

3. ****Terms and Conditions****

Specify payment terms, confidentiality agreements, and any other relevant conditions.

4. ****Duration of Agreement****

Indicate the start and end dates of the contract or conditions for termination.

5. ****Signatures****

Provide space for both parties to sign and date the agreement to validate it legally.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]