

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
[Introductory paragraph: Briefly introduce the purpose of your letter.]
[Body paragraph 1: Provide detailed information regarding the contract (zmluvy), including any relevant dates, terms, and conditions.]
[Body paragraph 2: Discuss any obligations, responsibilities, or expectations tied to the contract.]
[Body paragraph 3: Mention any additional information or context that may be necessary.]
[Closing paragraph: Reinforce key points and express your willingness to discuss further or provide any additional information.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization Name]