

[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]

Subject: Zmluva [Type of Contract/Agreement]

Dear [Recipient's Name],

I am writing to formally present the agreement regarding [brief description of the contract].

[Insert the details of the agreement including terms, conditions, and any relevant information.]

Please review the contents of this letter, and if you agree with the terms outlined, kindly sign and return a copy.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]