

[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 (Contract)

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally propose a contract (zmluva) regarding [briefly describe the purpose of the contract, e.g., services to be provided, terms of agreement, etc.].

[Provide a detailed description of the terms and conditions of the contract, including relevant clauses such as duration, payment terms, responsibilities of both parties, confidentiality, and termination conditions.]

We believe that this agreement will be mutually beneficial and look forward to your response.

Please feel free to reach out if you have any questions or require further information.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name] (if applicable)