

## Zvací dopis – vzor 2 (neformální)

*Adresa zvaného hosta*

Prague, dd,mm,yyyy

### Invitation

Dear Professor XX,

On behalf of Charles University, the Faculty of Mathematics and Physics, I am pleased to invite you to visit Prague from ..... to..... for the purpose of *study, lecture tour, participation in a conference (uvést název), seminar, (uvést název), workshop, (uvést název), other purposes (uvedte jaký)*.

*Možnosti:*

- a) Please be advised that the cost of the visit will be covered by the Faculty, but unfortunately we are unable to cover your travel costs.
- b) Please be advised that both your visit and travel costs will be covered by the Faculty.

Your accommodation will be provided by Charles University (*uvést adresu ubytování*).

You are required to arrange for travel and health insurance for the length of stay in the Czech Republic.

Contact person for your stay is:

Mr./Ms.....

*jméno, příjmení:*

*pracoviště:*

*adresa pracoviště:*

*telefon:*

*e-mail:*

We look forward to seeing you soon in Prague.

With best regards,

.....  
Dean