

Zvací dopis – vzor 1 (oficiální, formální)

Adresa zvaného hosta

Invitation

Charles University
Faculty of Mathematics and Physics
121 16 Prague 2. Ke Karlovu 3

Represented by

Professor Jan Kratochvíl, Dean of Faculty,

invites

Mr./Ms.....
Date and place of birth
Nationality
Travel document ID
Address
Work Address

to the Czech Republic from to (.... total days) for the purpose of

Možnosti (vyberte odpovídající možnost) např.: study, lecture tour, participation in a conference (*uved'te název*), seminar, (*uved'te název*), workshop, (*uved'te název*), other purposes (*uved'te jaký*).

Možnosti (vyberte odpovídající možnost):

- a) Faculty will pay the cost of the visit, but it is not possible to refund the travel costs. The accommodation is provided by Charles University (*uvést adresu ubytování*).
- b) All of the travel and costs of the stay will be covered by the guest from the funds (*uvést zdroj financování*). The accommodation is provided by Charles University (*uvést adresu ubytování*).

The guest is required to arrange for travel and health insurance for the length of stay in the Czech Republic.

Contact person for the guest is:

Mr./Ms.....
jméno, příjmení:
pracoviště:
adresa pracoviště:
telefon:
e-mail:

Prague, dd,mm,yyyy

.....
Dean