

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