Dear business partner,

We are travelling to your city on 5th September. Please could you make reservations for a mid-morning flight, returning on the evening of 9th September? How do I get to your town from the nearest airport?

While we are there, we’d like to rent a car. Or is there any public transport?

Can you also book us a double room at a good hotel for 4 nights from 5th-9th September and 2 tickets for a theatre?

Please let me know if there are any problems.

Thank you,

Your Czech partners