**To:** Natalie and Zuzana

**From:** diego.moratalla@mail.es

**Subject:** Business trip to Czech Republic

Dear Natalie and Zuzana,

I’m writing this email to let you know that I’m travelling to Czech Republic, specifically to Prague. Could you please organise the trip for our company?

We need a round-trip flight, we must be on Prague on the 18th March and we will return on the 22nd, so we would like the flight to be early in the morning (al 7am approximate) and for the return at the evening on the 22nd. We will stay four days and we need to stay at one hotel that, if you could be close to the centre with good communication would be great, 3 individual bedrooms, half-board, meeting room and if it is possible a fitness centre. I want to let you know that one of my partner in vegan, so if you can look for some vegan restaurants would be grateful.

We appreciate in advance the favour stipulated in this mail and would like to be informed of the total price of what it would cost us. We are waiting for an answer for your part.

Cordial greetings,

**Diego Moratalla López**

*Teaching department*