Dear Sir/Madam,

Hello, my name is ……………………………………….. .

I currently work as a/the ……………………………………………….. in Istanbul Kent University (TR ISTANBU65). I am responsible from ………………………………….. .

I  would like to visit your University, as part of the Erasmus+ Program’s KA103 Staff Teaching / Training activity, via physical or virtual mobility, with regards to our inter-institutional agreement, during the Spring Semester of the academic year 2020-2021.

I am interested in giving lectures about / getting a training on ……………………………. .

Would this be something that you would be interested in arranging?

Our University’s deadline for in-house applications for the Staff Teaching / Training Mobility is November 23, 2020. Therefore, if my proposal meets with your approval, I would greatly appreciate it, if you could send me an invitation letter –by also including our Erasmus+ Office (erasmus@kent.edu.tr) in the email- before November 23, 2020.

The results of the in-house selection process will be issued by December 7, 2020; so I would then be able to confirm whether I will be able to participate in the mobility as proposed.

Thank you very much for your time and consideration.

If you require any further information, please let me know.

I look forward to hearing from you soon.

Kind regards,

Name Surname

Job Title

Istanbul Kent University