Dear Sir/Madam,

I currently work as a …………. at İstanbul Aydın University (TR ISTANBU25). I am responsible for ……………. Please find attached my Cv.

I would like to visit your University as part of the Erasmus Staff teaching/ training (tek bir faaliyet seçilmelidir) program during 2023/2024 Academic Year, between …/…/…-…/…/…... Please also find attached my completed Erasmus teaching/ training agreement (tek bir faaliyet seçilmelidir).

I am interested in …………...  Would this be something that you would be interested in arranging?

Istanbul Aydın University’s deadline for application for the Erasmus Staff Mobility is November 15, 2023.

If my proposal meets your approval, would it be possible for you to issue in my name an invitation letter before 15/11/2023? I would greatly appreciate it.

The results of the selection process will be issued by the end of November, 2023 so I would then be able to confirm whether I will be able to participate in the mobility as proposed.

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

I look forward to hearing from you soon.

Kind regards,