**Subject:** Request for Erasmus Staff Training Mobility Visit

Dear Colleagues,

Greetings from Sakarya University of Applied Sciences, Türkiye. I hope this e-mail finds you well. My name is [Adınız], and I am a [Göreviniz] at SUBÜ. I am writing to express my interest in visiting [karşı kurumun ismi] as part of the Erasmus Training Mobility Program.

Through the Erasmus program, I aim to gain knowledge about [karşı kurumun ismi]]’s training methods, academic practices, and other relevant experiences that will contribute to my professional development. I would appreciate it if you could provide further details about the available training activities, dates, and other relevant information.

Furthermore, I would like to mention that I require an invitation letter for the Erasmus Staff Mobility application. Please let me know the steps I need to take in order to obtain this letter. I am happy to take any necessary actions to facilitate the process.

Thank you in advance for your support, and I look forward to hearing from you soon.

Kind regards,

**[Adınız Soyadınız]**  
**[Pozisyonunuz]**  
**[Kuruluşunuzun Adı]**  
**[Telefon Numaranız]**  
**[E-posta Adresiniz]**