**Visiting within framework of Erasmus+ Training Mobility**

Dear sir/madam,

I hope this email finds you well. My name is [İsim Soyisim], and I am a administrative member at [Üniversite İsmi], in the [Birim İsmi]. I have been selected for the Erasmus+ TrainingMobility and am excited about the opportunity to collaborate within the framework of our partnership with [Gönderilecek Üniversite İsmi]. I would like to explore the opportunity and to gain new experiences at your institution.

To be able to actualise my mobility at your institution, I kindly request an invitation or acceptance letter for my planned visit, scheduled for [ziyaret edilmek istenen tarihler]. I would be happy to provide additional details about the planned activities and collaboration during the mobility period.

For your convenience, I’ve summarized my key details below and also added my C.V in the attachment please find.

* **Name and Surname:** [Adınız ve Soyadınız]
* **Department:** [Bölümünüz]
* **University:** [Üniversiteniz]
* **Type of Mobility:** Erasmus+ TrainingMobility
* **Planned Dates:** [Ziyaret Tarihleri]

Please let me know if any additional information or documentation is required to prepare the invitation.

I look forward to your response and thank you in advance for your cooperation.

Best regards,

[Adınız ve Soyadınız]  
[Unvanınız]  
[Üniversiteniz, Bölümünüz]  
[E-posta Adresiniz]  
[Telefon Numaranız]

Ekler:

C.V. (Varsa)