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**LETTER OF INVITATION**

**Dear Sirs/Madams,**

We are pleased to invite your University member **[Name Surname]** to perform Erasmus+ Staff Training Mobility under Erasmus+ at **[Receiving Institution's Name]** from **[start date]** till **[end date]**.

The expenses related to the staff mobility in Turkey will be covered by **[Sending Institution’s Name]** Erasmus+ grants.

During the mobility, the staff member will participate in **[brief description of activities, e.g., job-shadowing, workshops, administrative meetings, intercultural training, etc.]** in order to enhance institutional cooperation and professional development.

We look forward to welcoming your staff member to our institution.

Yours faithfully,

 **[Name and Title]**

 **[Receiving Institution’s Name]**

 **[Contact Information]**