Dear Coordinator

I am …(ünvan-isim-soyisim).... from the ....(bölüm)..... department of Ağrı İbrahim Çeçen University, Türkiye. I would like to visit …. (Gidilecek Üniversite Adı)….. under Erasmus Teaching mobility between ….(gidilecek tarihler)…. dates. My teaching agreement is attached.  If it is convenient for your institution, please inform me about invitation document.

Kind Regards,