

Subject : Request for Invitation Letter for Erasmus Staff Mobility Program **[Staff Mobility for Teaching / Staff Mobility for Training]**

Dear [Recipient's Name],

My name is [Your Name], and I am currently working as a [Your Position] at [Your University]. I have been selected to participate in the Erasmus Staff Mobility program, and I plan to [teach or receive training] at your esteemed institution, [Host University], during the period of [dates of your mobility].

As part of the Erasmus Staff Mobility program requirements, I am kindly requesting an official invitation letter from your institution. The invitation letter should include the details of my visit, such as the purpose, duration, and other relevant information related to my [teaching or training] activities.

I would be grateful if you could assist me in preparing the necessary invitation letter for this purpose. If you require any further information from my side, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you in advance for your support and assistance.

Best regards,
[Your Full Name]
[Your Position]
[Your University]
[Your Phone Number]
[Your Email Address]