

To Whom It May Concern,

We hope the coronavirus, which has affected the whole world, has not affected you and you have been doing fine with the things happening all around the world with the pandemic.

This is **Ahmet Ahmetođlu**, an **administrative staff** at **Purchasing Department** of Istinye University/Istanbul, Turkey.

I would like to visit your facility within Erasmus+ **Staff Mobility for Training/Teaching** between **March 9th, 2021 and March 13th, 2021** (5 business days in total).

In this regard, I wish to know if my visit would be convenient for your party.

You may see below our Erasmus Information Booklet where you can find detailed information on our university:

https://erasmus.istinye.edu.tr/sites/erasmus.istinye.edu.tr/files/inline-files/Erasmus%20Information%20Booklet_0.pdf

Attached is my resume for your kind attention.

We hope such mobilities increase intercultural interactions and we can mutually add value to our institutions by sharing our experiences.

Looking forward to hearing from you.

Regards,

Name Surname
Title
Istinye University