Dear \_\_\_\_\_\_\_\_\_\_,

In am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the \_\_\_\_\_\_\_\_\_\_\_ Office of the University of Udine (Italy).

I am writing you because I have applied for the Erasmus+ Training Staff call for application of my Institution.

Here in Udine, I am working at the \_\_\_\_ office. In particular, I \_\_\_\_\_\_ (esempio: support the international activities and work with national and international partners/I manage …./I am dealing with…/I organize…/ecc.).

As the Erasmus+ Training Staff program supports job shadowing training periods abroad for staff, I kindly ask you if I could spend some days in your institution to deepen the knowledge of your university in the areas I’m working in.

So, I kindly ask you if your colleagues or you are able to accept me from \_\_\_\_ to \_\_\_\_\_\_ for \_\_\_\_\_\_\_ (esempio: 2 - 5 giorni) days. Otherwise I kindly ask you to suggest me the period which is most suitable for you.

The University of Udine will provide to my financial support both for travel and subsistence during the time spent abroad.

If you will accept me, please feel free to let me know the activities that you will purpose me during the training period: as you may know I will need to prepare an Erasmus+  Learning Agreement for Staff Mobility.

Thank you in advance for the collaboration and have a nice day.

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_