Dear Sir/Madam,

I am writing this e-mail to introduce myself and to express my desire to visit your university under the **Erasmus staff training programme** in **2020/2021**.

I currently work as **a research assistance** at the department of **Business Management** at Gumushane University (TR GUMUSHA 01).   I am also responsible for **the Erasmus mobility programs**. I am interested in **business** especially **business tourism**. I would like to use this opportunity to observe the student exchange processes at your university. Would it be possible for the Department of Business Management to accept my proposal for **an Erasmus staff training programme in 2020/2021?**

The deadline for application for **the Staff Training Mobility** **31 March 2021** at Gumushane University. You can find my proposal attached. If my proposal meets with your approval, if you could send the invitation letter before that date, I would greatly appreciate it.

The results of the selection process will be issued around **by 15th April**, so I would then be able to confirm whether I will be able to participate in the mobility as proposed.

Thank you very much. If you require any further information, please let me know.

Thank you for your time and consideration.

Kind regards,