( date )

With this letter, We would like to confirm that we invite Mrs. Mr……………………………….…………………….. (name & Surname) to visit Altınbaş University, within the framework of the Erasmus+ Staff Mobility for Training program.

The planned period for your visit is:  ……………………………..(date) (the Erasmus+ program will cover…..… (day) teaching days + traveling cost).

We are sure that this teaching period will be positive for both ………………………………….

( Institutional name) and Altınbaş University

Looking forward to welcoming you.

(Unit/ department name)

(responsible name & surname)

(Signature)