HEADED PAPER

*Açıklamaları okuduktan sonra bu kısmı siliniz. Mektup şahsınıza uygun olarak hazırlandığında; yol gösterme amaçlı olan italik yeşil boyalı alanlar ve mavi boyalı alanlar silinmiş, uygun şekilde seçilip ya da bilgi girişi yapılarak değiştirilip doldurulduktan sonra sarı boyalı alanların boyaması kaldırılırmış ve parantezler kaldırılmış olmalıdır. Mektup başlıklı kâğıda basılacak, imzalanacak, mühür veya kaşe eklenecektir.*

**Letter of Invitation**

*[enter CITY, DATE]*

To whom it may concern,

It is my pleasure to inform you that [*ente*r *your* Name and Surname], of [*enter your* Nationality] nationality, born on [*enter your* Date of Birth], student at the Department of [*ente*r *your* Department], Faculty of [*ente*r *your* Faculty], Muğla Sıtkı Koçman University in Muğla, Turkey, is invited to complete a traineeship period at our [*choose the appropriate one* institution/company] as a possible participant of Student Traineeship Mobility under the Erasmus+ Programme.

[*choose the appropriate one* Mr./Mrs/Miss *enter your* Surname] will carry out some practical work and gain experience during this training, focusing on [*enter* Subject area/Field of study]. [*choose the appropriate one* He/She] will be based at the [*choose the appropriate one and enter* Department/Faculty/Unit/Office] and the traineeship period is planned to last for [*enter number of months*] months between [*enter* Start Date] and [*enter* End Date].

Training activities will be compiled according to the proposed mobility programme on the “Learning Agreement for Traineeship” approved and signed among the sending institution, the receiving institution and the student. Evaluation of the trainee and the confirmation of the training period will be provided with the Erasmus+ Traineeship Certificate at the end of the mobility.

I believe the skills [*choose the appropriate one* he/she] will acquire during this traineeship period will be valuable in terms of [*choose the appropriate one* his/her] future academic studies and career.

Hoping that [*choose the appropriate one* Mr./Mrs/Miss *enter* your Surname] receives the mobility grant through Erasmus+ Programme, [*choose the appropriate one* he/she] is expected to cover the travel, accommodation and daily living costs with this grant and [*choose the appropriate one* his/her]own financial resources.

Yours Sincerely,

*Signature*

*enter the* Name and Surname *of the Signatory*

*enter the* Position *of the Signatory*

*enter the name of the* Institution /Company

STAMP