Plantilla carta de invitación para movilidad de profesorado Erasmus

Dear Sir/Madam,

I currently work as an (Adjunct/Associate/Full Professor) at the University of Huelva, Spain. I am responsible for the coordination of the exchange of both institutions, and I would like to visit your University as part of the Erasmus staff training programme in 2020/21. I am interested in meeting with the coordinator to supervise the agreement and also deliver the mandatory lessons. My field of expertise is XXX.

The University of Huelva deadline for application for the Staff Training Mobility is 17 February 2021. If my proposal meets with your approval, please send the invitation letter before that date. I have prepared an invitation letter just for you to sign and send, for your best convenience (rellene, adjunte la plantilla -invitation letter- y envíe con esta carta).

The results of the selection process will be issued by 24 March, 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.

I look forward to hearing from you soon.

Kind regards,