

Carta intestata della Struttura

Dear Partner,

I am writing to express my interest in participating in the Erasmus+ exchange programme for training of administrative staff. As a member of the administration team at the Faculty of/Area/Department..... at Sapienza University of Rome, I am eager to gain new insights into the administrative practices of other European Universities.

I am particularly interested in gaining hands-on experience in the administrative processes ofI would like to explore the initiatives and efforts that have been made in this field as well as the programme system used at your University.

I believe that this exchange mobility would provide me with an excellent opportunity to learn more about the administrative processes and procedures of institutions in other countries, as well as to network with colleagues from around Europe.

Depending on your reply and availability, I am currently available to come for 2/5 full days in....., preferably starting.....for an activity of job-shadowing at your.....
All expenses for the mobility will be covered by EU funds and my University.

I am excited about the prospect of being accepted as an Erasmus+ exchange participant. I look forward to hearing from you.

Kind Regards