**Erasmus Staff Training: - an example of an email to make initial contact with your selected host institution.**

*The parts highlighted should be replaced with information relevant to you, your job role and what you are interested in doing during your staff mobility.*

Dear Sir/Madam,

I currently work as a xxx at the University of Oxford; I am responsible for xxx.

I have the opportunity to apply for some Erasmus funding and would like to visit your University as part of the Erasmus staff training programme in 2016/17. I am interested in xxx.

Would this be something that you would be interested in arranging?

I have to apply for Erasmus funding by Wednesday 15 February 2017 and results will hopefully be issued in March, so I would then be in a position to confirm whether I would be in a position to visit your office.

Thank you very much, if you require any further information, please let me know and I look forward to hearing from you soon.