

Dear [nombre del destinatario],

Greetings from Madrid, I hope this message finds you well.

My name is [nombre completo], and I am currently employed as [puesto de trabajo] at the [departamento] of Universidad Nebrija. I am writing to express my interest in visiting your institution as part of an Erasmus+ staff mobility.

In my role at Universidad Nebrija, I am responsible for [breve descripción de tus principales tareas o responsabilidades].

I would be extremely grateful for the opportunity to collaborate with your team, and I am particularly interested in [áreas, proyectos o funciones que te resulten de interés en la institución extranjera].

Regarding the dates of my potential stay, I would be available for an exchange between [fecha de inicio de estancia] and [fecha de final de estancia]. However, I am flexible and open to adjusting the dates according to your academic calendar or availability.

Please note that the deadline to submit the Erasmus+ exchange application at my university is Wednesday, November 27th. I would greatly appreciate it if you could confirm the possibility of this exchange at your earliest convenience so that I can complete the paperwork.

Similarly, let me know if there are any specific requirements that I should follow to formalize this request. I would be happy to provide any additional information you might need to support my application.

Thank you very much for your support. I look forward to your response and the possibility of working together through the Erasmus+ program.

Best regards,