

Headed Paper of the Host Institution

Place, Date

Prof. *Name Surname*

The University of *Name of the Institution* is pleased to invite *Prof. Name Surname* from *Home Institution (City, Country)* to perform a Staff Mobility for Teaching at our institution in the academic year 2023/2024 within the framework of the Erasmus+ Programme on the topic "*Name of the Topic*".

The expenses related to the staff mobility should be covered by the Sending Institution.

Best regards,

Stamp and signature