Dear Sir/Madam,

I am writing you in connection with Erasmus Placement Programme. I am a student from the Department………… at Sivas University of Science and Technology. Upon your kind approval, I would like to work as an Erasmus trainee in your institution. I will not require any grant from your institution. Erasmus Programme covers some costs of the students when they are abroad.

My key desired department for internships is/are …………………………………………………………………………………………………...in your institution. If your answer is positive, I can start to prepare the official documents as soon as possible.

Please direct this mail to the appropriate person if you are not responsible for the internship/placement.

I am sharing my CV with you.

Best Regards,

Dear Sir / Madam,

I'm a second-year student in the Department of …………… at the Faculty of …………… at Sivas University of Science and Technology, Turkey. I want to carry out my internship at your institution between ………………. and …………… under the Erasmus+ programme. The dates could be flexible. I can work within the subsections of ………………. Department at your institution.

Since I have studied and learned well during my two-year degree, I can usefully contribute to your institution with this internship opportunity as well as myself. I do not demand any financial benefits from your institution since I will cover all my expenses, including insurance, with the Erasmus+ grant I plan to receive. If your answer is positive, I can start to prepare the official documents as soon as possible. I appreciate your interest beforehand.

I'm looking forward to hearing from you.

Kindest Regards,

Dear Sir / Madam,

My name is ………….., and I am a bachelor's degree student in the Department of …….... at the Faculty of …………. at Sivas University of Science and Technology, Turkey.

Currently, I'm looking for an Erasmus+ placement/internship between the dates ……………. and ………………. The dates could be flexible. My key desired areas for internships are ………………………………………………. Since I have studied and learned well during my education, I believe I can contribute, cooperate and assist your institution in these or close to these research areas. I'm planning to get Erasmus+ funding for this internship/placement. I do not demand any financial benefits from your institution since I will cover all my expenses, including insurance.

The goal of this inquiry letter is to understand whether you are able to provide such a placement/internship and what the possibilities are to start working in your institution. If there are any possibilities for placement or training – I would like to discuss it with you or other interested persons in more detailedly and provide additional information about myself. If your answer is positive, I can start to prepare the official documents as soon as possible.

Many thanks for considering my request.

Yours faithfully,