Dear .... (Boşluğa karşı taraftaki kişinin soyadı , kurumsal adres ise sir or madam)

I'm working as an academician at Karamanoglu Mehmetbey University/ Department of ............. I'm writing you regarding an offer to sign an inter-institutional agreement between our universities in the field of .......... (bölümünüzün adını yazınız). We will be very glad to have you as a partner and work with you in the frame of the Erasmus+ program. We use the EWP dashboard system and are aware of the necessity to make agreements on EWP. Please find enclosed the dashboard info form belonging to our University. Please let me know if you need further documents or information. Thank you in advance for your interest in this subject. I wish you a nice day.

Best Regards

Ad Soyad

Karamanoglu Mehmetbey University