Dear *Mr. Jonas,*

Greetings to *Poland* from Bilecik Şeyh Edebali University University...

I am a faculty member in the *………………….* Department of the ………………..Faculty. I also serve as the Erasmus Coordinator of my department.

I am writing this to inform you on our department's intention to establish mutual institutional relations and make a bilateral "Erasmus Exchange Agreement" with your department.

The agreement could cover training and teaching opportunities for staff members in addition to the normal student mobility program. I strongly believe that such an agreement would be highly beneficial for the students and staff of both parties.

Although we initially propose an agreement limited with our own department's field of ​​study, namely *………………………………………………………….*; we can easily expand the agreement's coverage to the neighboring fields in which other departments of our faculty specialize; *…………………………………………………*

Furthermore, within other faculties of Bilecik Şeyh Edebali University, there are many well-established departments . They also are willing to review the prospect of similar agreements with your university's departments in their fields of study. Please do not hesitate to mention this to your colleagues in those departments. …………………………… .

Bilecik Şeyh Edebali University is located in the city of BILECIK, the city inMarmara Region of Turkey and only 2.00 hours from the county's biggest city Istanbul by train. Bilecik has a rich history of 3.000 years throughout several civilizations and an ever-growing current population of 62,320 people. Being the birth place of Ottoman Empire in the past and today growing and getting popular more and more, day after day , and having a rich culture and history legacy background made this city be a member of  Europe Association of Historic Towns and Regions.

I hope this message would lead to the beginning of a new relationship towards a productive and delightful cooperation between our universities.

I am looking forward to hearing from you.

Many thanks in advance for your attention.

Best Regards,