Dear Mr. Texeira

I have been nominated for a visit to your university under the Staff Mobility for Staff Training (STT)in the spring semester between the dates 18/05/2015 and 23/05/2015. I would like to know if the dates for my visit are suitable for your institution.

During my visit I'm planning to observe and evaluate the working flow, and the administrative and financial structure of your institution as well as to exchange views to improve our mutual relationship between our universities. My intended training programme will be as follows:

Training Plan

18/05/2015 Evaluation of the Administration tree of the Financial Department

19/05/2015 Comparison of purchasing methods and rules used by two universities

20/05/2015 Regulation and computer solutions to Inventory Management

21/05/2015 Supply process for the requested materials from other units

22/05/2015 Comparison of Year-End Report Methods and evaluation of the visit

If the planned duration of the training program (5 days) is not suitable, you may offer me possible dates you find appropriate. According to your response I’m going to start to prepare the official documents as soon as possible. If you have any questions please do not hesitate to contact me.

I'm looking forward to hear from you very soon.

Best Regards

Mr. Mehmet İşbilir

Department of Financial and Administrative Affairs

**\*Bu metindeki renkli kısımları değiştirerek kendi bölümünüze uyarlayabilirsiniz.**