

**E-MAIL TEMPLATE TO USE TO CONTACT HOST ORGANIZATIONS IN ENGLISH**

**SUBJECT: PARTICIPATION IN AN ERASMUS+ PLACEMENT/TRAINEESHIP**

To whom it may concern

Dear Sir/Madam,

My name is ..... and I am currently a student of the CDA College Pafos. I study at the department of ..... . I will graduate ..... (write the year of graduation).

I am contacting you today in order to express my interest for a work placement/internship at your organization (or company or university) through the Erasmus+ placement program for the period ..... (INDICATE THE EXACT DATES)

Attached herewith please find my Europass CV and a motivation letter.

If you would like to arrange an online interview, please let me know.

Please let me know if you also need a copy of my Transcript of Records in order to consider my application for a placement with you.

In the case I am accepted for a placement I will be receiving a grant from the Erasmus+ programme.

Thank you

Kind Regards,