[YOUR NAME]  
[ADDRESS] (optional)  
[E-MAIL]

[Place], [DATE]  
  
[RECIPIENT’S NAME AND/OR COMPANY’S/HOST INSTITUTION’S DEPARTMENT]  
[RECIPIENT'S ADDRESS]  
[RECIPIENT’S E-MAIL]

Dear Sir/Madame,

**Erasmus+ Student Mobility for Work Placement**

I am contacting you to enquire the possibility of carrying out an **internship** at [company’s/host organization’s name at the department/unit name], sometime between [September 202x] to [September 202x], for a minimum of [X] months and a maximum of [X] months. More specifically, I am interested in joining your organization through a work placement, in the framework of the Erasmus+ programme, one of the EU’s flagship initiatives. Please note that, within the framework of the Erasmus+ programme, the host organization does not have to undertake any financial obligations, since financial support will be provided by my home institution, the Open University of Cyprus.

I am currently a [select as appropriate: undergraduate/postgraduate student/PhD] student in the Programme [name of Programme at OUC] [(URL) of the Open University of Cyprus] and I am specializing in .....

* I would be very interested in joining your organisation and as part of my work placement to gain invaluable insight, skills and knowledge concerning ......
* I have previous work experience in …… *(if applicable)*
* My academic background includes ......
* I have successfully completed all the units/modules in the course curriculum and I am currently working on my Master/Bachelor thesis entitled “….”. *(if applicable)*
* I have successfully completed the [XXX] year of my study programme at the Open University of Cyprus
* I strongly believe that in [host organization’s/company’s name] I will be able to combine my skills and knowledge and ……
* I am interested in joining your company for a placement period because (describe the knowledge or competences that you believe you will gain by working there for a period)

[A paragraph could also be included pertaining to your language skills (i.e. English), certificates awarded, computer skills or other skills (etc).]

I would be very grateful if you could consider my application for an Erasmus+ placement period and I am enclosing my CV for your consideration.

Please note that I will have to submit my application form to the Open University of Cyprus until month xth, 202x and I will need to include a ‘Letter of Acceptance’ signed by your side.

Should you request more information specifically on the Erasmus+ mobility programme, please contact the OUC Mobility Office via email at [erasmus@ouc.ac.cy](mailto:erasmus@ouc.ac.cy).

Thank you very much in advance for considering my application and I look forward to hearing from you.

Yours sincerely,

[sender’s name, and signature]

ENCL:

1. Curriculum Vitae
2. Transcript of Records