**A screenshot of the e-mail correspondence stating the pre-acceptance MUST include the following information to be considered as a valid pre-acceptance document:**

**From:** Formal institutional e-mail address of the person from the hosting institution

**To:** Formal e-mail address of the applicant

**Date:** The date the e-mail was received **(it should be a date strictly within the application period stated in the application call)**

Dear [Name of the Applicant],

We are / I am pleased to invite you to take part in Erasmus+ staff training mobility in our institution [Institution Name and Accepted Unit Name] for a period of 1 week (the exact or estimated dates for the mobility must be stated).

Best regards,

Name of the person from the hosting institution

**Please note that a formal letter of acceptance from the relevant institution with letterhead, stamp and signature must be obtained within 1 month after the application deadline.**