

# My document

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Subject:

We are pleased to extend this invitation to the Universidad Nacional represented by [Participant's Full Name(s) and Title(s)], to participate in the [Project Name] under the auspices of [Your Organization/Institution]. This European project is aimed at fostering collaboration in [specific area of focus, e.g., research, education, innovation], and the active involvement of [University Name] is essential for its success.

The [Project Name] will take place in [City, Country], from [start date] to [end date]. During this period, participants will engage in activities such as [list key activities, e.g., workshops, conferences, research exchanges, or presentations], contributing to the project's objectives and promoting international cooperation.

Our organization, [Your Organization Name], is committed to providing the necessary support and coordination for [University Name]'s participation. We confirm that [Participant's Name(s)] will have their travel and accommodation expenses covered/arranged as per the project agreement.

We kindly request that the necessary visa be issued to facilitate their travel and participation. Please find attached supporting documents, including:

A copy of the project agreement and itinerary. Proof of accommodation. Proof of funding (if applicable). Any additional documents required. Should you require any further information, please do not hesitate to contact us at [Your Contact Information, including email and phone number].

We appreciate your assistance and consideration in granting the visa.

Yours sincerely,

[Your Full Name] [Your Position] [Your Organization Name] [Organization Address] [Contact Details]

El 01 de enero de 2020 se dio inicio al proyecto Erasmus + 610032-EPP-1-2019-1-CO-EPPKA2CBHE-JP, denominado “Climate Labs: Strengthening applied research and innovation capacities in Latin-America through co-creation labs for mitigation and adaptation to Climate Change”, realizado por un consorcio de 14 instituciones de América Latina y Europa y coordinado por la Universidad de Caldas. Por medio de la presente, extendemos la invitación formal a 3 participantes de la Universidad de Lorraine al Kick - Off Meeting del proyecto Erasmus + CLIMATE LABS, el cual se llevara a cabo en la Universidad de Caldas en la ciudad de Manizales, Colombia, del 02 al 05 de marzo del 2020. La Universidad de Lorraine es una de las instituciones miembro del consorcio y la participación de directivos, docentes y administrativos es de vital importancia, ya que el encuentro tiene como objetivo determinar el alcance del proyecto, socializar los procesos administrativos, definir responsabilidades de cada institución dentro del consorcio para los próximos tres años de ejecución e iniciar la fase de desarrollo y transferencia metodológica de las Universidades Europeas.