

IF YOU WRITE A REQUEST, PLEASE FOLLOW THE GUIDELINES BELOW

From: *your name*

To:

* *Prof. György Lázár M.D., Ph.D., D.Sc.
Dean of the Faculty of Medicine*

or

* *Prof. habil. Gyula Sáy, M.D., Ph.D., D.Sc.
Vice Dean of the Faculty of Medicine*

or

* *Dr. habil. Mária Dux M.D., Ph.D.
Head of the Credit Transfer Committee*

or

* *Dr. habil. István Zupkó, D.Pharm., Ph.D.
Dean of the Faculty of Pharmacy*

or

* *Dr. habil. Dezső Csupor D.Pharm., Ph.D.
Vice Dean of the Faculty of Pharmacy*

Date: *today's date*

Dear Professor,

I am *your name* a year student of Medicine/Pharmacy...

- *State your problem*
- *Be short and to the point*
- *State your request*
- *Attach supporting documentation*

Yours sincerely,

your signature