

**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 Sáry, 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. Livia Fülöp Ph.D.  
Head of the Academic Board*

**Date:** *today's date*

**Dear Professor,**

**I am** *your name* a ....(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> etc).... year student of medicine.

- **State your problem**
- *Be short and to the point*
- **State your request**
- *Attach supporting documentation (where applicable)*

**Yours sincerely,**

*your signature*