

WHEN YOU WRITE A REQUEST, PLEASE FOLLOW THE GUIDELINES BELOW.

From: *your name*

To: * Prof. habil. Gyula Szabó M.D., Ph.D., D.Sc.
Program Director

or

* Associate Professor Kinga Turzó Ph.D.
Dean of the Faculty of Dentistry

or

* Dr. Csaba Berkovits
Head of the Academic Board of the Faculty of Dentistry

Date: *today's date*

Dear Professor,

I am *your name* a year student of Dentistry

- **State your problem**
- *Be short and to the point*
- **State your request**
- *Attach supporting documentation (if necessary–i.e., you mention something in your request requiring proof)*

Yours sincerely,

your name