................................................ ........................,...............................
(imię i nazwisko/name and surname) (miejscowość/place) (data/date)
........................................................
........................................................
(adres do korespondencji/correspondence address)
........................................................
(nr telefonu/phone number)
........................................................
(adres e-mail/ e-mail address)
........................................................
(kierunek/field of study)
........................................................
(wydział/faculty)

**Szanowny Pan
Prof. dr hab. inż. Wojciech Łużny
Prorektor ds. Kształcenia
Akademia Górniczo-Hutnicza/
Dear Professor Wojciech Łużny
Vice-Rector for Education
AGH University of Science and Technology
Szanowny Panie Rektorze/ Dear Vice-Rector,**
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................

Z poważaniem/Yours sincerely
...................................................
(czytelny podpis/legible signature)