

To

The Director

National Institute of Burn & Plastic Surgery

Gyantaposh Dr. Muhammad Shahidullah Road, Dhaka-1000.

Attention: Head, Microsurgery Skill Lab.

Subject: Request for Enrollment in Microsurgery Skill Lab Training

Respected Sir,

I am writing to formally express my interest in enrolling in the Microsurgery Skill Lab Training program offered at your esteemed institution.

As a [Your Designation, e.g., Resident Doctor/Plastic Surgery Trainee] currently working at [Your Institution Name], I am keen to enhance my technical skills in microsurgery, which I believe is crucial for advancing in the field of reconstructive surgery.

I respectfully request you to consider my application for the upcoming training sessions. I assure you of my full compliance with all prerequisites and institutional norms.

Thank you for your attention to this matter. I look forward to a positive response and the opportunity to benefit from this high-standard training program.

Yours sincerely,

[Your Full Name]

[Your Designation]

[Institution Name]

[Contact Number]

[Email Address]