Memo no: SWMC/2016/ **Date: 02.11.2016**

To

**The Upazila Health & Family Planning Officer**

Golapgonj, Sylhet.

**Subject: RFST (Residential Field Site Training) program in Golapgonj Upazila Health Complex, Sylhet.**

I am undersigned informing you that students of 3rd Year MBBS course get to perform RFST

(Residential Field Site Training) program. We prefer Golapgonj Upazila Health Complex,

Sylhet for the program.

With your verbal consent we have decided to come on Wednesday, **8th November 2016**.

A brief schedule of the program is mentioned below for our mutual convenience.

1. Probable arrival time: 09.15 am
2. Introductory speech & visit to the health complex: 09.30am - 11.00am
3. Data Collection for Survey: 11.00am - 01.00pm

Thanking you in anticipation of your kind cooperation.

**Principal**

Sylhet Women’s Medical College