

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Teacher's Name]  
[School's Name]  
[School Address]  
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to request additional materials for our class assignments. I believe these resources would greatly aid in my understanding of the subject and improve my performance.

Specifically, I am seeking [list specific materials needed, e.g., textbooks, worksheets, online resources]. If possible, it would be greatly appreciated if you could provide guidance on how I can access these materials.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Grade/Class]