

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the materials you used during your recent guest lecture on [Lecture Topic] held on [Date] at [Location/Event Name].

As I am keen to further engage with the content and share it with my colleagues/students, having access to your presentation slides, handouts, or any additional resources would be incredibly valuable.

Thank you in advance for considering my request. I appreciate your time and support, and I look forward to hearing from you.

Best regards,

[Your Name]
[Your Position]