

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for KTBS Information

I hope this letter finds you well. I am writing to formally request information regarding the KTBS (Karnataka Textbook Society) materials and related resources. As [briefly explain your purpose, e.g., a student, educator, researcher], I am particularly interested in [specific information or resources you need].

I would appreciate it if you could provide the necessary details or guide me on how to access these resources. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]