

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

[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Request for KTU Notes

I hope this message finds you well. I am writing to formally request access to the notes for [specific course or subject] as part of my studies at [University/Institution Name].

As a student of [Your Program/Department], I find these notes crucial for my understanding and success in the course. I believe that having access to these resources will significantly aid my academic performance.

I appreciate your assistance in this matter and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Student ID] (if applicable)
[Your Program/Department]
[Your Year of Study]