

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

[Recipient's Name]  
[Recipient's Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

Subject: Request for KTU Notes

I hope this letter finds you well. I am writing to request access to the lecture notes and materials for the courses I am currently enrolled in at KTU. I believe that having these resources would greatly enhance my understanding of the subjects and contribute to my overall academic performance.

The specific courses I am referring to are:

1. [Course Name 1]
2. [Course Name 2]
3. [Course Name 3]

I would appreciate it if you could provide guidance on how I can obtain the necessary notes or if there is a specific procedure I need to follow. If there are any forms or additional information required, please let me know.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Student ID] (if applicable)  
[Your Degree Program]