

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request copies of the notes for [Course Name/Subject] from [specific date or semester]. I believe these materials will significantly aid in my studies and understanding of the course content.

Thank you for considering my request. I appreciate your assistance and look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]