

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request access to the notes for [specific course or subject] from [specific semester or year] at KTU.

I believe these notes will greatly assist me in my studies and help me better understand the course material. If you could provide the notes or direct me to where I might obtain them, I would greatly appreciate it.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]