

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

Dear [Recipient's Name],

Subject: Request for KTU Notes

I hope this message finds you well. I am [Your Name], a student of [Your Course/Program] at [Your College/Department]. I am writing to request access to the KTU notes for [specific subject or course name] for the [semester/year].

Despite my efforts to gather the necessary materials, I am currently facing challenges in obtaining comprehensive notes that cover all the important topics. These notes are crucial for my preparation and understanding of the subject.

I would greatly appreciate it if you could provide me with guidance on where I might find these notes or if you could share them directly.

Thank you for considering my request. I look forward to your assistance and support.

Best regards,

[Your Name]

[Your University ID] (if applicable)