

[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],

I hope this letter finds you well.

I am writing to request access to the notes and materials for [specific course or subject] as part of my studies at [Your Course/Program Name] at KTU. These resources would greatly assist me in enhancing my understanding of the course content and achieving my academic goals.

If it is possible to share these notes, I would be incredibly grateful. I appreciate your assistance and consideration regarding this matter.

Thank you for your time, and I look forward to your positive response.

Warm regards,

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