

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
[University/Organization Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally request access to the notes for the [specific course name/code] at KTU. As a [your year of study, e.g., second-year] student in the [your program/department], I believe that obtaining these notes will significantly enhance my understanding and performance in the subject. Please let me know if there is a specific process I need to follow to obtain these materials or if there are any forms to fill out. I appreciate your assistance and look forward to your positive response. Thank you for your time and support.
Sincerely,
[Your Name]
[Your Student ID] (if applicable)