

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well. I wanted to reach out to you because I'm in need of some KTU notes for [specific subject or course]. I've been struggling a bit with the material and thought your notes might help me get back on track.

If you have any notes that you could share, I would really appreciate it. Of course, I can return the favor with my notes or help you out with any subject you need assistance with!

Let me know what you think. Looking forward to hearing from you soon!

Take care,

[Your Name]