

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for KTU Notes

I hope this letter finds you well. I am writing to kindly request the notes for [specific subject or course name] as part of my studies at KTU. I believe that these notes will greatly assist me in understanding the course material and preparing for upcoming assessments. If available, I would appreciate it if you could share these notes at your earliest convenience.

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

Sincerely,

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