

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for KTU Notes

I hope this letter finds you well. I am writing to request access to the notes and study materials for [specific course or subject] at KTU for the [mention semester/academic year]. As a dedicated student committed to enhancing my understanding and performance, I believe that having these resources will greatly assist me in my studies.

If possible, kindly let me know the procedure for acquiring these notes or if there are any digital platforms available where I can access them.

I appreciate your assistance in this matter.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID]