

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., first-year] student in the [Your Department, e.g., Computer Science] program at KTU. I am reaching out to you regarding the availability of notes and study materials for [specific course or subject, e.g., Data Structures].

As I aim to enhance my understanding of the subject, I would greatly appreciate any assistance you could provide in accessing the relevant notes or resources. If there are specific platforms or methods through which these materials can be obtained, please let me know.

Thank you for your time and help. Looking forward to your response.

Best regards,

[Your Name]  
[Your Student ID]  
[Your Phone Number]