

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[University/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 KTU notes for [specific course or subject] that were covered during [specific semester or period]. As a [your year, e.g., second-year] student in the [your program/department], these materials would greatly assist me in my studies and help me prepare for upcoming examinations. If the notes are available in digital format, I would appreciate it if you could share them via email or provide guidance on how I might access them through the university's resources.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID]