

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

[Recipient's Name]  
[Recipient's Title]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request access to the KTU notes for [specific course/subject name] as I am currently preparing for [exam/assignment/etc.].

If possible, could you please guide me on how to obtain these notes or provide any relevant materials? I appreciate your assistance in this matter.

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Student ID]