

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., second-year] student in the [Your Program, e.g., Computer Science] department at KTU. I am writing to request access to the notes and materials for [specific course or subject name] for the [specific semester or year, e.g., Fall 2023 semester].

Due to [brief explanation of your situation, e.g., recent illness, personal circumstances], I was unable to attend some classes and would greatly appreciate any resources that could help me catch up.

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

Sincerely,

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