

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization 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 a student at [Your Department/Program] at KTU. I am reaching out to share my notes from [specific course or lecture], which I believe may be beneficial for your review or for other students.

[Briefly explain the context and content of the notes. Mention any key concepts, important dates, or relevant sections that highlight the value of the notes.]

I have taken great care to ensure the notes are clear and organized, and I would be happy to discuss any parts further if needed.

Thank you for your time, and I look forward to your feedback.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Contact Information]