

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

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

Dear [Recipient's Name],  
Subject: Request for KTU Notes

I hope this message finds you well. I am writing to kindly request your assistance in acquiring the notes for [specific course or subject name] related to KTU.

As I am currently preparing for [reason for needing the notes, e.g., exams, assignments], I believe your notes would greatly enhance my understanding of the material.

If you are willing to share, I would greatly appreciate it. Thank you for considering my request. Looking forward to your positive response.

Best regards,

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