

Request for Supplementary Teaching Material

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request supplementary materials that would assist in my role as a teaching assistant for [Course Name/Code]. The resources will help enhance the learning experience for our students and ensure effective delivery of the course content.

Specifically, I am looking for the following materials:

- [List Material 1]
- [List Material 2]
- [List Material 3]

Thank you for considering my request. I believe these materials will be invaluable in supporting our educational objectives. I look forward to your positive response.

Sincerely,

[Your Name]