

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of TTP (Trusted Traveler Program) Application

I hope this letter finds you well. I am writing to formally notify you regarding my application for the Trusted Traveler Program (TTP) under [specify the type of TTP, e.g., Global Entry, TSA PreCheck].

I have submitted my application on [application date] and would like to confirm that it has been received and is currently being processed. My application reference number is [reference number].

Please let me know if you require any additional information or documentation to expedite the processing of my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]