

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the issuance of a KTN (Known Traveler Number) for my upcoming travel plans.

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Email: [Your Email Address]
- Phone: [Your Phone Number]
- Travel Details: [Briefly outline your travel plans/dates]

I appreciate your assistance in processing my request. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]