

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

To Whom It May Concern,

Subject: Application for KTN Number

I am writing to formally request the issuance of a Known Traveler Number (KTN) as part of the Trusted Traveler Programs offered by [Name of the Organization, e.g., TSA]. My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]
- Passport Number: [Your Passport Number]
- Country of Citizenship: [Your Country]

I have completed the necessary application forms and have enclosed the required documentation, including:

1. A copy of my government-issued ID.
2. A copy of my passport.
3. Proof of residence (utility bill, lease agreement, etc.).
4. Payment confirmation for the application fee (if applicable).

I understand the importance of expedited security procedures and am eager to participate in this program to facilitate my future travels. I affirm that all the information provided in this application is true and accurate to the best of my knowledge.

Please let me know if you require any additional documents or information to process my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]