

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

[Recipient Name]
[Recipient Position]
[Department Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for KTN Number

I hope this letter finds you well. I am writing to formally request a KTN (Known Traveler Number) for [specific purpose, e.g., expedited travel, frequent flyer program, etc.].

I have completed all necessary steps outlined in the application process and would appreciate your assistance in providing me with my KTN number at your earliest convenience.

Please find enclosed the required documents [list any documents if applicable]. Should you require any further information, do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

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