

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

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

Dear [Recipient's Name],

Subject: Request for KTN Number

I hope this message finds you well. I am writing to formally request my KTN (Known Traveler Number) to facilitate my travel arrangements.

I have recently enrolled in the [specific program, e.g., TSA PreCheck / Global Entry], and I understand that the issuance of a KTN is crucial for swift processing at airports.

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Enrollment Number: [Your Enrollment Number, if applicable]

I would appreciate your assistance in providing my KTN at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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

Sincerely,  
[Your Name]