

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

To,

The [Authority's Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Application for KTN Number

Dear [Authority's Name],

I am writing to formally request the issuance of a KTN (KYC Tracking Number). I understand that the KTN is essential for [mention the purpose, e.g., tracking my application, tax purposes, etc.].

I have enclosed the necessary documents [list the documents, if required] to support my application.

I appreciate your assistance in processing my request promptly. Should you need any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]