

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

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

Dear [Recipient's Name],

Subject: Application for KTN Number

I am writing to formally request the issuance of a KTN (Keen Tax Number) for my business, [Your Business Name]. As a [brief description of your business], it is essential for us to obtain this number to comply with tax regulations and facilitate our operations.

Please find attached the necessary documents required to process my application, including:

1. [List of documents]
2. [List of documents]
3. [List of documents]

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]