

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

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

Dear [Recipient Name],

Subject: Follow-Up on KTN Number Application

I hope this message finds you well. I am writing to follow up on my application for a Known Traveler Number (KTN), submitted on [Date of Application].

As I have not yet received an update regarding the status of my application, I would appreciate any information you could provide. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Reference Number: [Your Application Reference Number]

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

Sincerely,
[Your Name]