

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/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 Known Traveler Number (KTN).

[Briefly explain why you need the KTN and any relevant details to support your request.]

I would appreciate your assistance in processing my request at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]