

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification Regarding KTN Number

I hope this message finds you well. I am writing to seek clarification regarding my Known Traveler Number (KTN), which is vital for my travel arrangements.

[Briefly explain the issue you are facing with the KTN, such as incorrect information, missing number, etc.]

I would appreciate your assistance in resolving this matter at your earliest convenience. Please let me know if you require any additional information from my side to expedite the process.

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

Sincerely,

[Your Name]