

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

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

Dear [Recipient's Name],

Subject: Request for KTN Number

I hope this letter finds you well. I am writing to formally request the issuance of my Known Traveler Number (KTN) for participation in expedited travel programs.

[Briefly explain your need for the KTN, e.g., frequent traveler, business trips, etc.]

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Preferred Contact Method: [Email/Phone]

I have attached any supporting documents required for this request.

Please let me know if any additional information is needed to process my application.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]