

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

[Recipient's Name]  
[Organization's Name]  
[Organization's 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 request the issuance of my Known Traveler Number (KTN). My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- TSA PreCheck Number/Global Entry Number (if applicable): [Your Number]

I understand that the KTN is essential for expedited travel and security screening. I would appreciate your assistance in providing me with this number at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]