

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

Dear [Recipient's Name],

Subject: Inquiry Regarding KTN Number

I hope this letter finds you well. I am writing to inquire about the status of my Known Traveler Number (KTN) application.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Reference Number: [Your Reference Number] (if applicable)

I submitted my application on [Date of Application Submission] but have not yet received my KTN. I would appreciate any updates you could provide regarding the processing of my application.

Thank you for your assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information you may require.

Sincerely,
[Your Name]