

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Department]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Application for KTN Number

Dear [Recipient Name],
I hope this letter finds you well. I am writing to formally apply for a KTN (Known Traveler Number) for the purpose of expedited security screening.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address: [Your Complete Address]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

****Reason for Application:****

I travel frequently for [business/leisure purposes] and believe that obtaining a KTN will greatly enhance my travel experience by allowing me to benefit from expedited security checks.

****Supporting Documentation:****

I have included the following documents to support my application:

1. Copy of Passport/ID
2. Proof of Address
3. [Any other relevant documents]

I appreciate your attention to my application and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,
[Your Name]