

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for KTN Lookup

I hope this letter finds you well. I am writing to request assistance with a Known Traveler Number (KTN) lookup for [specific purpose or reason].

[Briefly explain the context or reason for the request, including any relevant details or specifics about the traveler or their travel plans.]

I would greatly appreciate it if you could provide the necessary information or direct me to the appropriate department to facilitate this request.

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]  
[Your Position]  
[Your Company Name]  
[Optional: Company Website]