

[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: KTN Lookup Request

I hope this message finds you well. I am writing to request assistance with the lookup of my Known Traveler Number (KTN). My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- KTN (if known): [Your KTN]
- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]

I appreciate your help in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]