

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for KTN Lookup

I hope this message finds you well. I am writing to request a lookup for my Known Traveler Number (KTN) associated with my Global Entry/TSA PreCheck membership.

Below are my relevant details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- KTN (if known): [Your KTN]
- Application/Member ID: [Your Application/Member ID]

I would appreciate your assistance in ensuring that my KTN is correctly linked to my travel profile. This will help facilitate a smoother travel experience in the future.

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

Sincerely,  
[Your Name]