

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a lookup for my Known Traveler Number (KTN). My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Email Associated with KTN: [Your Email]

I would appreciate your assistance in verifying my KTN as I prepare for upcoming travel.

Thank you for your help.

Sincerely,  
[Your Name]