

[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],

I hope this letter finds you well. I am writing to request assistance with a KTN lookup for my transportation needs. My Known Traveler Number is [Your KTN].

I would appreciate your guidance on how to proceed with the lookup process or any additional information you may require from my end to facilitate this request.

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

Sincerely,
[Your Name]