

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for KTN Lookup

I hope this message finds you well. I am writing to request assistance with 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]
- KTN (if known): [Your KTN]
- Email associated with KTN: [Your Email Address]

I would greatly appreciate it if you could help me verify or retrieve my KTN, as it is essential for my upcoming travel plans. If there are any further details or documentation you require from my side to facilitate this request, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]