

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

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

Dear [Recipient Name],

Subject: Request for KTN Lookup

I hope this letter finds you well. I am writing to request assistance with regards to my Known Traveler Number (KTN) lookup.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- TSA Pre(r) Number (if applicable): [Your TSA Pre(r) Number]

I kindly ask for your help in verifying the status of my KTN, as I would like to ensure that it is correctly associated with my profile. Please let me know if you require any further information or documentation to process my request.

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

Sincerely,

[Your Name]