

[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 (Known Traveler Number) lookup.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Email Address: [Your Email Address]

If you could provide me with the information related to my KTN, I would greatly appreciate it. Thank you for your time and assistance.

Sincerely,
[Your Name]