

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

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

Dear [Recipient Name],

I am writing to request a lookup for my Known Traveler Number (KTN) associated with my [insert type of travel, e.g., TSA PreCheck, Global Entry, etc.].

Here are my details for verification:

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

If you require any additional information to proceed with the lookup, please let me know. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]