

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

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

Dear [Recipient Name],

Subject: KTN Lookup Request for [Your Full Name or Business Name]

I hope this message finds you well. I am writing to request assistance with a KTN (Known Traveler Number) lookup. My details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Email Address: [Your Email Address]

Phone Number: [Your Phone Number]

I would greatly appreciate your guidance or support in locating my KTN, as it is essential for my upcoming travel plans. If any additional information is needed to process this request, please let me know. Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]