

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company 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, if applicable]

I would appreciate your assistance in verifying or retrieving my KTN to ensure a smooth travel experience.

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

Sincerely,
[Your Name]