

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[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 lookup regarding my Known Traveler Number (KTN). My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- KTN: [Your KTN, if known]

I would greatly appreciate your help in verifying the status of my KTN, as it is essential for my upcoming travel plans. If there are any forms or additional information required to facilitate this request, please let me know.

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

Sincerely,
[Your Name]