

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

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

Dear [Recipient's Name],

Subject: Request for KTN Lookup

I hope this letter finds you well. I am writing to request assistance with a lookup for my Known Traveler Number (KTN).

[Briefly explain your reason for needing the KTN lookup, e.g., travel plans, documentation issues, etc.]

My information is as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Other Relevant Information: [Any other necessary details]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if printing)]