

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

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

Dear [Recipient's Name],

Subject: KTN Lookup Request

I hope this message finds you well. I am writing to request assistance with the lookup of 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]

I would greatly appreciate your guidance on how to retrieve or confirm my KTN. If any additional information is required, please inform me, and I will provide it promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]