

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

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

Dear [Recipient Name],

Subject: Request for KTN Lookup

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

****Customer Information**:**

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- KTN: [Your Known Traveler Number] (if known)
- Flight Details: [Flight Number, Date of Travel, Departure City, Destination City]

I would appreciate it if you could confirm the status of my KTN and provide guidance on how to proceed if there are any issues.

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

Sincerely,

[Your Name]