

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: KTN Lookup Inquiry

I hope this message finds you well. I am writing to inquire about the status 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 available): [Your KTN]
- Any additional identification or membership numbers: [Relevant Numbers]

I would appreciate it if you could provide me with an update regarding my KTN status, as it is important for my upcoming travel plans. If further information is required to process my inquiry, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]