



SAMPLE LETTER

(WORK AUTHORIZATION)

(Detailing travel plans on short notice) Please customize this letter with your personal information, and print it with your company letterhead/logo. The letter should be signed by somebody in your company other than yourself.

Date:

RE:

Expedited Passport for (Name of traveler)

Attention US Passport Agency Representative,

(Name of traveler) is an employee of (Name of Company), and holds the position of (Job title). He/she is in need of an expedited passport . The nature of his/her position is such that he/she needs to have a valid passport at all times to accommodate frequen international travel. This travel is booked on short notice, and can be at any time. Should you have any questions regarding the need for an expedited passport for (Name of traveler), please fee free to contact us for information. We greatly appreciate your attention to this matter.

Regards,

SIGNATURE

NAME

JOB

TITLE

PHONE

EMAIL