



## **SAMPLE LETTER**

### **(Detailing trip driving/boating to Mexico or Canada)**

Please customize this letter with your personal information, including as much detail as possible for best results.

officeLOCALE recommends that this letter is accompanied by hotel reservations and/or other supporting documentation that shows proof that you have booked travel to Canada or Mexico. You can sign this letter yourself, or if traveling on behalf of a company, a representative of that company may write and sign the letter.

Date:

RE:

Expedited Passport for (Name of traveler)

Attention US Passport Agency Representative,

I am applying for an expedited passport so that I may travel to (Canada/Mexico). I plan to leave (city you will start your trip from) on (Intended departure date) and cross the border at (City you will cross into in Mexico or Canada). My final destination is (name of city you are traveling to). Insert a few supporting details regarding your trip here. I have also included (hotel reservation or whatever else you have decided to include for supporting proof of travel). I request that you expedite my passport as soon as possible so I may make this important trip. Please feel free to contact me if you have any questions regarding my trip plans.

Regards,

SIGNATURE

NAME

PHONE

EMAIL