



SAMPLE LETTER

(Detailing Upcoming Travel)

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 for an upcoming trip on (Intended departure date) to (Country traveling to). Upon receipt of his/her US passport, the company will purchase tickets for this trip and coordinate travel details accordingly. Should you have any questions regarding the need for an expedited passport for (Name of traveler), please feel free to contact us for information. We greatly appreciate your attention to this matter.

Regards,

SIGNATURE

NAME

JOB

TITLE

PHONE

EMAIL