

COMPANY LOGO

(Date)

RE: U.S. Passport Agency Company Letter of Expedite

Dear Passport Representatives,

Mr./Mrs. is one of our employees who is engaged as (title)
in the division of (company name).

Mr./Mrs. has an urgent, immediate international departure traveling
to (country name) for the purpose of _____.

He/she will be departing the USA on (departure date).

Mr./Mrs. will be traveling on (name of airline) and will be staying in (country name) for a
period of (duration). We appreciate your immediate assistance in the issuance of a passport.
Please expedite the passport at your earliest convenience.

Best Regards,

(Print Name)