

## YOUR COMPANY LETTERHEAD/LOGO HERE

### SAMPLE LETTER DETAILING YOUR UPCOMING TRAVEL

Please enter your personal details into the sample letter below on your company letterhead. This letter must be signed by someone in the company other than yourself.

Date:

Expedited Passport for (Traveler's Name)

Attention U.S. Passport Agency Representative

(Traveler's Name) is employed by (Company Name), and holds the position of (Job Title). He/She requires an expedited passport for an upcoming trip on (Date of Departure) to (Country of Destination). Once his/her U.S. passport has been received the company will purchase round trip tickets for this trip.

Please contact us if you require any additional information regarding the need for an expedited passport for (Traveler's Name). We greatly appreciate your attention to this matter.

Regards

Signature

Name:

Job Title:

Phone:

Email: