

Company Letter of Expedite

(To be used as a substitute for airline tickets only)

(Be advised - this letter is a sample)

This letter should be typed on your company's letterhead.

Date

TO: US DEPARTMENT OF STATE - PASSPORT SERVICES

Dear Passport Agency Representative,

Mr./Mrs. _____ (Full Name) is an employee of ours who is involved as a _____ (Title) in the _____ (Division or Department of Co.).

Mr./Mrs. _____ (Full Name) has an urgent, immediate international departure traveling to _____ (Country Name) for the purpose of conducting business. He/She will be departing the USA on _____ (Departure Date).

Mr./Mrs. _____ (Full Name) will be traveling on _____ (Airline Name) and will be staying in _____ (Country Name) for _____ (Length of Stay). We appreciate your immediate assistance in the issuance of a passport.

Please expedite this passport.

Regards,

_____ (Signature of Person Authorizing Trip)

* (Do Not Sign Your Own Letter)

(Date) _____