

TO BE PRINTED ON COMPANY LETTER HEAD

PASSPORT AGENCY
US Department of State

July 18, 2013

SUBJECT: {Please specify Applicant's full name as stated in the passport}

Sir,

Mr. _____ Applicant Name _____ is currently employed by _____ COMPANY
NAME _____.

He is urgently required to travel to _____ COUNTRY NAME _____ on _____ travel
date _____.

May we request you to please expedite his Passport Application.

Thanking you for your kind cooperation.

Sincerely,

Name
Position
Company Name