

\_\_\_\_\_ (Date)

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

Dear Passport Representatives,

\_\_\_\_\_ (full name as printed in passport) 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.

Very truly yours,

\_\_\_\_\_  
(Print Name and Title)