

Sample Employment Travel Letter

<<Company Letterhead>>

Attention to: US Department of State
Passport Services

<<DATE>>

Dear Sirs/Madam:

Mr. <<Full Name>> is required to have a valid US Passport by <<Date>> in order to start or maintain employment with our company. .

Thank you for expediting this application and do not hesitate to call or e-mail me should you have any questions!

Sincerely,

<<Authorized Signer>>

<<Title>>

<<Phone Number>>