

Sample Travel Letter

<<Company Letterhead>>

Attention to: US Department of State
Passport Services

<<DATE>>

Dear Sirs/Madam:

Due to the Mr. <<Full Name>> looming travel date we kindly ask you to expedite the processing of his passport application.

Mr<<Name>> is an employee of <<Company>>, <<Title>>, and he is scheduled to travel to <<Country>> on <<Travel Date>> on a business trip. He will spend a total of <<Duration of stay>> in <<Country>>.

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

Sincerely,

<<Authorized Signer>>

<<Title>>

<<Phone Number>>