

Sample Company Letter of Expedite

Submit a company Letter of Expedite ONLY if you cannot supply a copy of your flight itinerary or plane ticket. Please do not include this if you are supplying your itinerary or copy of a plane ticket.

Include the following elements in a typed letter with company letterhead

Date

Dear Passport Agency Representative,

- _____ (traveler's name) is an employee of _____ (company name)
- _____ (traveler's name) will be traveling to _____ (country name) for important business upon issuance of a passport.
- _____ (traveler's name) plans to depart the US on _____ (departure date) and return _____ (approximate date of return).
- For this reason, we request a passport to be expedited as soon as possible. We appreciate your immediate assistance in the issuance of a passport. Thank you for your attention to this request.

Regards,

_____ (Signature of person in company other than traveler)

_____ (Date)