

## **FORMAT FOR PASSPORT AGENCY LETTER OF EXPEDITE**

*TO BE TYPED ON COMPANY LETTERHEAD AND APPROVED BY A SUPERVISOR OR ANY PERSON AUTHORIZED TO APPROVE BUSINESS TRAVEL WITHIN THE COMPANY OTHER THAN THE TRAVELER*

(DATE)

To U.S. PASSPORT SERVICES:

ON (DATE OF DEPARTURE) IT WILL BE NECESSARY FOR (TRAVELER'S NAME) TO TRAVEL TO (DESTINATION). (INCLUDE THE FOLLOWING ONLY IF ADDITIONAL VISAS ARE REQUIRED.): AS (HIS/HER) ITINERARY INCLUDES (DESTINATIONS FOR ADDITIONAL VISAS) ADDITIONAL VISAS WILL BE REQUIRED.

(TRAVELER'S NAME) WILL BE LEAVING FOR (DESTINATION) ON (DATE OF DEPARTURE). (HE/SHE) WILL BE ON (AIRLINE NAME, FLIGHT #) DEPARTING AT (DEPARTURE TIME) FROM (CITY OF DEPARTURE) TO (CITY OF ARRIVAL). (PLEASE INCLUDE ANY INFORMATION CONCERNING THE TRAVEL PLANS HERE.)

YOUR ASSISTANCE IN EXPEDITING THIS MATTER IS APPRECIATED.

SINCERELY,

(AUTHORIZED SIGNER OTHER THAN THE TRAVELER)  
(SIGNER'S TITLE)

(AUTHORIZED SIGNER)  
(TITLE)