

SAMPLE OF BUSINESS LETTER – PASSPORT

Your Company's Letterhead

.....
DATE

United States Department of State
US Passport Agency

To Whom It May Concern:

This is to inform you that Mr./Mrs. is traveling
Full Name of Applicant
to for business purposes on
Name of Country Date of Departure*

Please expedite the processing of his/her passport in time for his/her
departure.

Thank you in advance for your cooperation on this matter.

Sincerely Yours,

.....
Signature

.....
Name of Signer (Must be anybody other than the applicant)

*** Please Note:**
Date of departure must not be more than 14 days from the day the application is signed.