

## YOUR COMPANY LETTERHEAD AND LOGO

### SAMPLE LETTER DETAILING YOUR UPCOMING INTERNATIONAL TRAVEL

**Please enter your personal details into the sample letter below on your company letterhead. This letter must be signed by someone other than traveler.**

Date:

Passport Expedited for **(Traveler's Name)**

Attention US Passport Agency

(Traveler's Name) is employed by **(Company Name)**, and holds the position of **(Job Title)**. He/She requires an expedited passport for an upcoming trip on **(Date of Departure)** to **(Country of Destination)**. Once his/her U.S. passport has been received the company will purchase round trip tickets for this trip.

If you require any additional information regarding the need for an expedited passport for **(Traveler's Name )** please contact us. We appreciate your attention to this matter.

Regards,

Signature

Name

Job Title

Phone Number