

***[YOUR COMPANY LETTERHEAD]***

Date:

U.S. Passport Agency  
11000 Wilshire Blvd.  
Los Angeles, CA 90024

To whom it may concern:

This is to notify that *[Mr. or Mrs.]*.....will be traveling to *[name of the country]*..... on *[date]*.....for business purposes on behalf of our company. Please consider this a request to expedite the processing of *[his / her]*.....passport.

Thank you in advance for your cooperation in this matter,

Best Regards,

*[Signatory, cannot be the applicant]*

*[Title / position of Signatory]*