

COMPANY LETTER OF EXPEDITE
(To be used in place of airline tickets for the passport office only.)

SAMPLE ONLY

* Please type this information onto your company letterhead.
This letter can be used in place of airplane tickets or a travel itinerary.

(D A T E)

Passport Services
1919 Smith Street, Suite 1100
Houston, Texas 77002

Dear Passport Representatives,

Mr/Mrs _____ is one of our employees who is engaged as (t i t l e)
in the division of (c o m p a n y n a m e) .

Mr/Mrs _____ has an urgent, immediate international departure traveling
to (c o u n t r y n a m e) for the purpose of _____.

He/She will be departing the USA on (d e p a r t u r e d a t e).

Mr/Mrs _____ will be traveling on (n a m e o f a i r l i n e)
and will be staying in (c o u n t r y n a m e) for a period of (d u r a t i o n) . We

appreciate your immediate assistance in the issuance of a passport. Please expedite passport at
your earliest convenience.

Very truly yours,

(Persons signature of whom authorizes this trip)

*You cannot sign your own letter.