

[ON 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./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 2<sup>nd</sup> passport.

Thank you in advance for your cooperation in this matter.

Best Regards,

Signatory, (an officer of the company)  
Title / position of Signatory