

Company Letterhead

Attention to: US Department of State
Passport Services

DATE

To Whom It May Concern,

We are currently making arrangements for **<applicant's name>** to travel to **<name of foreign country>** in order to **<state the nature of the business to be conducted>**. The tentative dates for this trip are **<enter a date within the next 2 weeks>**. As it is our company policy we cannot make any travel plans until we have **his/her** passport number. We would greatly appreciate your help in getting **<applicant's name>**'s passport expedited.

If you have any questions, please do not hesitate to contact us at **<enter a contact number>**.

Sincerely,

Authorized Signer

Title

Phone Number