



PROOF OF TRAVEL FOR EXPEDITED SERVICE ORGANIZATION LETTER



U.S. Passport Service Guide

www.us-passport-service-guide.com

Organization Letterhead

Attention to: US Department of State
Passport Services

Date

To Whom It May Concern

Our <organization / school> is currently arranging a trip to go to <state the name of foreign destination country> in <travel month>. We cannot make any arrangements until we have <applicant's name>'s passport number. The cut off date to make the arrangements is <state a date within the next 2 weeks>. We would greatly appreciate your help in getting <applicant's name>'s passport expedited.

If you have any question please do not hesitate to contact me/us at <enter a contact number>.

Sincerely,

Authorized Signer

Title

Phone Number

Need assistance from a registered passport expediting service?

We recommend Fastport Passport.*

[Click here to get your passport expedited as fast as the same day](#)

*We recommend Fastport Passport because they have more than 10 years experience and thousands of satisfied customers. If you purchase via the link above, you get great service and we receive a commission. This allows us to continue providing free content and resources for our readers.