**Business or Company letter of expedite  
  
Instructions – Copy and paste the text below onto your company letterhead. Be sure to replace the areas marked with parenthesis with the proper information.**(Todays Date)

RE: U.S. Passport Agency Company Letter of Expedite

Dear Passport Representatives,

(Applicants name) is one of our employees who is engaged as (Applicants title at company) in   
  
the division of (your company name). (Applicants name) has an urgent, immediate international   
  
departure traveling to (country name) for the purpose of (purpose of trip). He/she will be   
  
departing the USA on (departure date). He / She will be staying in (country name) for

a period of (duration). We appreciate your immediate assistance in issuance of a passport. Please   
  
expedite passport at your earliest convenience.

Very truly yours,

(Print, title & Sign Name. Note: Someone other in than yourself within your company must sign this letter. Manager or above.)