



U.S. Department of State

To Whom It May Concern,

[Date]

[Employee name] is [Job title] at [Company name] and is scheduled to attend [Purpose of trip] in [City, country], departing the US on [Date of departure]

[Company name] is formally requesting an expedited passport on behalf of [Employee name] so they may fulfill their work obligations. Thank you very much for your consideration of this application.

Sincerely,

[Name]

[Title]

[Company]

[Contact info]