

COMPANY LETTER OF EXPEDITE

(To be used in place of airline tickets for the passport office only.)

**SAMPLE ONLY**

\*Please type this information onto your company letterhead.

This letter can be used in place of airplane tickets or a travel itinerary.

(Date)  
Passport Services  
200 Chestnut Street  
Philadelphia PA 19106

Dear Passport Representatives,

Mr./Mrs. is one of our employees who is engaged as (title)

in the division of (company name).

Mr./Mrs. has an urgent, immediate international departure traveling  
to (country name) for the purpose of \_\_\_\_\_.

He/she will be departing the USA on (departure date).

Mr./Mrs. will be traveling on (name of airline) and will be staying  
in (country name) for a period of (duration). We appreciate your immediate assistance in the  
issuance of a passport. Please expedite passport at your earliest  
convenience.

Very truly yours,

\_\_\_\_\_

(Persons signature of whom authorizes this trip)

**\*You can not sign your own letter.**