

BUSINESS LETTER SAMPLE – FOR PASSPORT EXPEDITION

TO BE PRINTED ON COMPANY’S LETTERHEAD

Date _____

State Department
U.S. Passport Agency
11000 Wilshire Blvd.
Los Angeles, CA 90024

To Whom It May Concern:

This is to notify that Mr. /Mrs. _____ is traveling to
_____ (Name of Country) for business purposes on
_____ (Date of Departure no more than 14 days after the date of the
letter). Please expedite the processing of his/her passport in time for his/her departure.

Thank you in advance for your cooperation in this matter.

Sincerely yours,

_____ (Name and Title of Signer)