

Original Company Letterhead

US Department of State
Houston Passport Agency
1919 Smith Street
Houston, TX 77002

Today's Date Here

Dear Passport Representative:

(Mr./Mrs. _____) who is one of our employees will be traveling to (add country) for business on (add departure date) and is to return on (add date).

The purpose of his/her trip is (_____). As it is our company policy, we cannot make any travel plans until we have his/her passport number.

We would appreciate your assistance in getting his/her passport expedited. If you have any questions, please do not hesitate to contact me at (add phone number).

Sincerely,

Signature Here (Not signed by the applicant)

Name of the person authorizing or coordinating trip
Title (Supervisor, Travel Coordinator, Administrative Assistant...)