

# Sample Letter Please Print On Company Letterhead

August 25, 2003

U.S. Passport Services  
Department of State  
Washington, DC 20036

To Whom It May Concern:

I work for (*NAME OF COMPANY*) as a (*POSITION WITH COMPANY*) and travel internationally with great frequency. As a consequence my passport is with me when I travel abroad and I can not obtain visas for the trips which are planned while I am out of the country **which causes undue hardships and much inconvenience.**

I am currently traveling to Tanzania on August 27, 2003 and will be returning to the United States on September 10, 2003. On September 16, 2003 I will be traveling to China and visas are necessary for this trip.

Please issue me a second valid passport, so I can have the visas issued while I am on the first trip. I understand that the passport will **only be valid for a limited period.** If you have any questions, please feel free to give me a call at (*Your number at work*).

Should either my original 10 year passport or my limited validity (second valid) **passport be lost or stolen**, I will report the circumstances immediately to the Passport Office in Washington, DC or if abroad, to the nearest American Embassy or Consulate.

Thank you for your assistance with this matter.

Sincerely,

*Your Name*  
*Your Title*