

(Below is a sample business letter format. Please use a company letterhead to prepare the letter)

Date:

Los Angeles Passport Agency
11000 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90024

RE: Expediting Passport Issuance

Dear Passport Adjudicator:

This is to introduce _____, an employee of this company for expedited Passport processing.

Mr./Mrs./Ms. _____ is scheduled to travel by commercial airline to _____ on (must be less than 15 days, or 30 days if the traveling country requires a visa) for company business.

We hereby request expedited processing of Mr./Mrs./Ms. _____'s passport application in order that he/she can meet our scheduled itinerary and to perform his/her company related assignment.

Thank you in advance for your favorable consideration of this request and your anticipated professional courtesy.

Sincerely yours,

(Signature)

Full name
Capacity