

## Example of Company Letter of Expedite

*Please follow this format on an original company letterhead.*

Date \_\_\_\_\_

Dear Passport Representative:

Mr./ Mrs. \_\_\_\_\_ is one of our employees who is engaged as a(n)

\_\_\_\_\_ in the \_\_\_\_\_ division of \_\_\_\_\_.  
(position) (company name)

Mr./Mrs. \_\_\_\_\_ has an urgent international departure to

\_\_\_\_\_ for the purpose of \_\_\_\_\_. He/She will be  
(destination)

departing the U.S.A. on \_\_\_\_\_. Mr./Mrs. \_\_\_\_\_ will be  
(date)

traveling on \_\_\_\_\_ and will be staying in \_\_\_\_\_.  
(name of airline) (destination)

for a period of \_\_\_\_\_. Please expedite his/her passport at your

convenience. Thank you for your assistance.

Truly Yours,

(supervisor's signature)