

**PLEASE TYPE ON YOUR COMPANY LETTERHEAD**

**(Date)**

**Passport Officer**

**RE: (Insert name of applicant)**

**Dear Passport Officer**

**I, \_\_\_\_\_ am requesting a second limited passport in addition to my ten year passport. Due to my position as a (insert position) which requires frequent and conflicting travel, I will be out of the United States through the next few months. As I will need a passport with me at all times for work, I am finding it very difficult to give up one passport to obtain visas for trips and travel for work at the same time. Below are my plans:**

<b>TO xxxxxxxxxxxx</b>	<b>DATE</b>	<b>RETURN TO THE USA</b>	<b>DATE</b>
<b>TO xxxxxxxxxxxx</b>	<b>DATE</b>	<b>RETURN TO THE USA</b>	<b>DATE</b>
<b>TO xxxxxxxxxxxx</b>	<b>DATE</b>	<b>RETURN TO THE USA</b>	<b>DATE</b>
<b>TO xxxxxxxxxxxx</b>	<b>DATE</b>	<b>RETURN TO THE USA</b>	<b>DATE</b>
<b>TO xxxxxxxxxxxx</b>	<b>DATE</b>	<b>RETURN TO THE USA</b>	<b>DATE</b>
<b>TO xxxxxxxxxxxx</b>	<b>DATE</b>	<b>RETURN TO THE USA</b>	<b>DATE</b>
<b>TO xxxxxxxxxxxx</b>	<b>DATE</b>	<b>RETURN TO THE USA</b>	<b>DATE</b>

**I understand that this passport will be limited in validity not to exceed two years and will not state a geographic location. I also will report immediately the Lost/Theft/Mutilation of either passport to the nearest passport agency or American Consulate.**

**Thank you for your consideration of this application.**

**Truly,**

**SIGNATURE (of applicant)**

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