

PLEASE TYPE ON YOUR COMPANY LETTERHEAD

Date:

Passport Officer

Re: (Name of applicant)

**EXAMPLE LETTER FOR A SECOND
LIMITED PASSPORT**

Dear Passport Officer:

(Name of employee) is employed by (Name of organization). Due to his/her titles as (Employees title), he/she will be out of the United States through the next several months and will need a passport with him/her at all times for work. We are finding it very difficult to give up one passport to obtain visas for trips and travel for work at the same time. Below are his/her plans for the upcoming trips.

TO xxxxxxxxxxxx	DATE	RETURN TO THE USA	DATE
TO xxxxxxxxxxxx	DATE	RETURN TO THE USA	DATE
TO xxxxxxxxxxxx	DATE	RETURN TO THE USA	DATE
TO xxxxxxxxxxxx	DATE	RETURN TO THE USA	DATE
TO xxxxxxxxxxxx	DATE	RETURN TO THE USA	DATE
TO xxxxxxxxxxxx	DATE	RETURN TO THE USA	DATE
TO xxxxxxxxxxxx	DATE	RETURN TO THE USA	DATE

Thank you for your consideration of this application

Very truly yours,

**(Signature of letter coordinator)
(Name of coordinator)
(Title of coordinator)
(Name of organization)**