**Original Company Letterhead**

US Department of State

Houston Passport Agency

1919 Smith Street

Houston, TX 77002

Today’s Date Here

Dear Passport Representative:

(Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) who is one of our employees will be traveling to (add country) for business on (add departure date) and is to return on (add date).

The purpose of his/her trip is (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). As it is our company policy, we cannot make any travel plans until we have his/her passport number.

We would appreciate your assistance in getting his/her passport expedited. If you have any questions, please do not hesitate to contact me at (add phone number).

Sincerely,

*Signature Here* (Notsigned by the applicant)

Name of the person authorizing or coordinating trip

Title (Supervisor, Travel Coordinator, Administrative Assistant...)