

EXPEDITE MEDIA, LLC

Business or Company letter of expedite

(Date)

RE: U.S. Passport Agency Company Letter of Expedite

Dear Passport Representatives,

Mr. / Mrs. Is one of our employees who is engaged as (title) in the division of (company name).

Mr. / Mrs. has an urgent, immediate international departure traveling to (country name) for the purpose of _____.

He/she will be departing the USA on (departure date).

Mr. / Mrs. Will be traveling on (name of air line) and will be staying in (country name) for a period of (duration). We appreciate your immediate assistance in issuance of a passport. Please expedite passport at your earliest convenience.

Very truly yours,

(Print Name)

Note: Someone other in than yourself within your company must sign this letter

