

[TEMPLATE: Please print on company letterhead]

_____, _____ (date)

Minneapolis Passport Agency
Sterling, VA 20166-1101
ATTN: ACP

To Whom It May Concern:

I work for [COMPANY] as a [OCCUPATION] and travel internationally with great frequency. I am currently traveling internationally for work during the month of [Mmm YYYY] and must retain possession of my primary (ten year) passport. **I request that you please process the renewal of my second valid (four year) passport using a photocopy of my ten year passport (details given below) and my original second valid passport.**

Full name on primary (ten year) passport: NAME(S) SURNAME
Primary (ten year) passport number: 0000000000
Date of Issue: DD Mmm YYYY
Date of Expiry: DD Mmm YYYY
Issuing Authority: UNITED STATES DEPARTMENT OF STATE

Should either my original 10 year passport or my limited validity (second valid) passport be lost or stolen, I will report the circumstances immediately to the Passport Office in Washington, DC, or, if abroad, to the nearest American Embassy or Consulate.

Thank you for your assistance with this matter. If you have any questions, please feel free to give me a call at (000) 000-0000.

Sincerely,

[APPLICANT'S FULL NAME]
[OCCUPATION]