



Sample Second Valid Passport Letter of Request from Applicant

*****Please print your business letter on company stationery.*****

September 21, 2019

US Passport Agency
US Department of State

To Whom it May Concern:

I work for Sample Products, Inc. *(insert the name of your company)* as an International Sales Director *(insert your position)*, and travel internationally with great frequency. As a consequence, my passport is with me when I travel abroad, and I cannot obtain visas necessary for the trips that are planned while I am out of the country, which causes undue hardships and much inconvenience.

I am currently traveling to Russia on October 15, 2019, and will be returning to the United States on October 25, 2019. On November 1, 2019, I will be traveling to Vietnam and China, and visas are necessary for this trip. *[Please note that the dates of TWO trips are required, within one week of another, the second trip requiring visas.]*

Please issue me a second valid passport, so I can have the visas issued while I am on the first trip. I understand that the passport will only be valid for a limited period. If you have any questions, please feel free to call me at 555-555-1234 *(insert your phone number)*.

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 Agency in Washington, DC, or, if abroad, to the nearest US Embassy or Consulate.

Thank you for your assistance with this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
International Sales Director
Sample Products, Inc.

(The letter must have an original ink signature of the applicant.)

Sample Letter