



Sample Second Valid Passport Letter of Request from Employer

*****Please print on company stationery and keep the letter formatting intact unless the second and third paragraphs need amended (see page one of pdf for details).*****

United States Passport Agency
U.S. Department of State

To Whom it May Concern:

Lucinda Albright (*insert applicant's name*) is employed by Sample Products, Inc. (*insert the company name*) as an International Sales Director (*insert applicant's job title*), and travels internationally with great frequency. As a consequence, her passport is with her when she travels abroad, and she cannot obtain visas necessary for the trips that are planned while she is out of the country, which causes undue hardships and much inconvenience.

She is currently traveling to Russia on October 15, 2019, and will be returning to the United States on October 25, 2019. On November 1, 2019, she 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 Lucinda Albright (*insert applicant's name*) a second valid passport, so she can have the visas issued while she is on the first trip. We 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 her original 10 year passport or her limited validity (second valid) passport be lost or stolen, she 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,

James Ventura

James Ventura
Senior Vice President, International Sales
Sample Products, Inc.

(The letter must have an original ink signature of a manager or officer other than the applicant.)

SampleLetter