

***[TEMPLATE: Please print on company letterhead]***

\_\_\_\_\_, \_\_\_\_\_ (date)

National Passport Center  
ATTN: ACP  
207 International Drive  
Portsmouth, NH 03801

To Whom It May Concern:

The following crewmember(s) is/are employee(s) of [NAME OF COMPANY] will be traveling to [COUNTRY] on [Mmm DD, YYYY], and are returning to the United States on [Mmm DD, YYYY]. They travel frequently as part of an international aircrew and thus require a valid passport for foreign travel.

Pilot:           **NAME**

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

Sincerely,

[Signatory's name]

[Signatory's job title] (must be chief pilot or supervisor of applicant)

*Letter requires original signature of letter's signatory*