[COMPANY LETTERHEAD]

Date

US Department of State

Passport Services

1919 Smith St

Houston Texas 77002

To Whom It May Concern:

I, the undersigned, am the bearer of valid 10 year U.S. passport number 123456789 issued on April 8, 2010. I am requesting a renewal to my current second passport due to foreign restrictive entry policies and/or the time delay required to obtain visas for my current (and future) travels. My business travel has been delayed or prevented in the past and it is impossible to obtain all necessary visas or to complete my trip using only one passport.

I am therefore requesting the issuance of a second United States passport. I understand the passport will be valid only for four years and should either of my two passports be lost or stolen, I will report immediately the circumstances of the loss to Passport Services, or if abroad, to the nearest U.S. Embassy, Consulate, or Consular Agency.

Please feel free to contact me directly if I can answer any questions that might arise from this request.

Thank you.

*SIGNATURE (remove this text before printing)*

[Traveler's full name]

DOB xx/xx/xxxx