

COMPANY LETTERHEAD

Date:

Houston Passport Agency
1919 Smith St
Houston, TX 77002

Re: Expedited Passport Request

Dear Sir/Madam,

<<TRAVELER'S NAME>>, COMPANY POSITION at <<US EMPLOYER'S NAME>> will be traveling on company business to <<CITY, COUNTRY>> no later than <<DATE>> to meet with our <<CLIENT, VENDOR, HOME OFFICE>> to discuss <<WHAT WILL YOU BE DOING THERE, e.g. to discuss vendor relations, quarterly production, quality assurance conferences>>

Our company's travel policy dictates that company employees must be in possession of their valid passports before we will book international travel. Your consideration of this request is most appreciated.

If I can answer any questions, please do not hesitate to contact me directly at the number below.

Thank you.

Supervisor's Signature

Supervisor's Name

Title

Telephone

Email address