

Your company Letter head

Passport Agency San Francisco

Phillip Burton Federal Building

450 Golden Gate Ave #3

San Francisco, CA 94102

[date]

To Whom It May Concern:

Our employee, Mr/Mrs. [name] would like to request issuance of his/her passport be expedited. Due to an upcoming trip on [date], he/she cannot wait for standard process times. [Add additional content i.e. why, when, where].

We appreciate your help in this matter. If there are any questions, please do not hesitate to contact us at [your company phone number].

Sincerely Yours,

Name

Title

Your company Address