Passport Agency

[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 2-3 sentences why this is important i.e. meetings, conferences, need for visas, or just wants it sooner before booking trip].

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,

[Printed Name]

[Title]