

[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. Because of an upcoming trip to [destination] on [pick a date within 2 weeks of today's date], he/she cannot wait for standard processing 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,

[Printed Name]
[Title]

[Your company Address]