

DATE: \_\_\_\_\_

Washington Passport Agency

United States Department of State

600 19<sup>th</sup> Street

Washington DC 20006

To Whom It May Concern:

My name is \_\_\_\_\_ and I work for \_\_\_\_\_ as a  
\_\_\_\_\_ and travel internationally with great frequency.

As a consequence my passport is with me when I travel abroad and I cannot obtain visas for the trips which are planned while I am out of the country which causes undue hardships and much inconvenience.

I am currently traveling to \_\_\_\_\_ on \_\_\_\_\_ and will return on \_\_\_\_\_.

It is very important for me to have a second valid passport so that my company can finalize logistics and visas while I am on my first trip. I understand that the passport will only be valid for a limited period. If you have any questions, please feel free to contact me at \_\_\_\_\_.

Should either my original 10 year passport or my limited validity second passport be lost or stolen, I will report the circumstances immediately to the Passport Office in Washington, DC or if abroad, to the nearest United States Consulate.

Thank you for your assistance with this matter.

Sincerely,

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_