**SAMPLE- PLEASE PRINT ON LETTERHEAD**

**March 04, 2013**

**Washington Passport Agency**

**United States Department of State**

**600 19th Street**

**Washington DC 20006**

**To Whom It May Concern:**

**My name is (NAME) and I work for (COMPANY NAME) as a (TITLE) and travel internationally with great frequency.**

As a consequence my passport is with me when I travel abroad and I am 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 London on March 15, 2013 and will return on March 23, 2013. I will be traveling to Brazil on March 29, 2013 and visas are necessary for this trip. Please issue me a second valid passport, so I can have the visas issued while I am on the 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 (000) 000-0000.**

**I understand that the passport will only be valid for a limited period. 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,**

**Your Name**

**Your Title**