

***This can be signed by an admin or work colleague and is required to be on official company letterhead. The flights and travel dates must be within 17 calendar days unless you are using our 15- day renewal service in which case it needs to be in 21 calendar days or less.***

Date:

RE: Expedited Passport for (name of traveler)

Dear U.S. Passport Agency,

Tom Jones works for Acme University and travels internationally frequently for his job, often at a moment's notice. His next trip will be to Spain on March 10. Here are the flights that our travel services will be booking for him once he secures a new passport:

AA Flight 231 to Madrid departs Chicago at 2:25pm on 3/10

AA Flight 342 to Chicago departs Madrid 1:00pm on 3/20

We would like to request an expedited passport so that we can book this flight for him as soon as possible. If you have any questions about his travel, or the urgency of his situation, please feel free to reach out directly.

Thank You,

Name

Phone

Email