

EXAMPLE LETTER B - SECOND LIMITED PASSPORT
PLEASE TYPE ON YOUR COMPANY LETTERHEAD

(Date)

Passport Officer

RE: (Insert name of applicant here)

Dear Passport Officer

I, _____ am requesting a second limited passport in addition to my ten year passport. Due to my position as a (insert job position here) which requires frequent and conflicting travel, I will be out of the United States through the next few months. As I will need a passport with me at all times for work, I am finding it very difficult to give up one passport to obtain visas for trips and travel for work at the same time. Below are my plans:

Country	Travel Dates	
Travel To: _____	From: _____	To: _____
Travel To: _____	From: _____	To: _____
Travel To: _____	From: _____	To: _____
Travel To: _____	From: _____	To: _____

I understand that this passport will be limited in validity not to exceed two years and will not state a geographic location. I also will report immediately the Lost/Theft/Mutilation of either passport to the nearest passport agency or American Consulate.

Thank you for your consideration of this application.

Regards,

(Signature of applicant here)