

Example - Company Letter of Expedite

Letter should be printed on company letterhead

DATE: _____

HOUSTON PASSPORT AGENCY

TO WHOM IT MAY CONCERN,

Mr./ Mrs. _____ is one of our employees who is engaged as a(n)
_____ in the _____ division of _____.
(Job Position) (Company name)

Mr./Mrs. _____ has an urgent international departure to
_____ for the purpose of _____. He/She will be
(Destination)

departing the U.S.A. on _____. Mr./Mrs. _____ will be
(Date)

traveling on _____ and will be staying in _____.
(Name of airline) (Destination)

for a period of _____. We ask that you please expedite his/her
passport. Thank you for your assistance.

SINCERELY,

(Supervisor's signature)