

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

**Date:**

**Passport Officer**

**Re: (Name of applicant here)**

**Dear Passport Officer:**

**(Name of employee here) is employed by (Name of organization here). Due to his/her titles as (Employees title here), he/she will be out of the United States through the next several months and will need a passport with him/her at all times for work. We are finding it very difficult to give up one passport to obtain visas for trips and travel for work at the same time. Below are his/her plans for the upcoming trips.**

<b>Country</b>	<b>Travel Dates</b>	
<b>Travel To:</b> _____	<b>From:</b> _____	<b>To:</b> _____
<b>Travel To:</b> _____	<b>From:</b> _____	<b>To:</b> _____
<b>Travel To:</b> _____	<b>From:</b> _____	<b>To:</b> _____
<b>Travel To:</b> _____	<b>From:</b> _____	<b>To:</b> _____

**Thank you for your consideration of this application**

**Regards,**

**(Signature of letter coordinator here)**

**(Title of coordinator here)**