



EXPEDITE PASSPORT EXPERTS

COMPANY EXPEDITE REQUEST

Month, Date, Year.
Passport Agency Officials

To whom it may concern:

This is to notify that *(Mr. or Mrs. Traveler's Name)*...will be traveling to *(country of destination)* on *(date within 14 days from the application process)*.for business purposes . Please consider this a request to expedite the passport processing of *(traveler's name)* for *(his/her)*.....*above departure date.*

Thank you in advance for your cooperation in this urgent matter,

Best Regards,

[Title of Signatory]

****Signatory should be a Company officer, other than the applicant****

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