

**RE-TYPE ONTO YOUR COMPANY LETTERHEAD  
FILLING IN THE BLANKS**

**NEW YORK PASSPORT OFFICE  
376 HUDSON STREET, 10<sup>TH</sup> FLOOR  
NEW YORK, NEW YORK 10014**

**DEAR SIR/MADAM:**

**(MR./MS.) WILL BE TRAVELING ON BUSINESS FOR OUR COMPANY  
TO BOTH \_\_\_\_\_ AND \_\_\_\_\_ ON THIS TRIP. DUE TO THE  
FACT THAT THESE COUNTRIES DO NOT HAVE DIPLOMATIC RELATIONS  
WITH EACH OTHER, (MR./MS.) IS REQUESTING A SECOND PASSPORT.  
(MR./MS.) WILL BE DEPARTING THE U.S. ON OR ABOUT \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
PLEASE HELP (HIM OR HER) IN OBTAINING A SECOND PASSPORT AS SOON  
AS POSSIBLE.**

**THANK YOU VERY MUCH,**

**SIGNATURE (CANNOT BE SIGNED BY PERSON TRAVELING)  
TITLE**