

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

**NEW YORK PASSPORT OFFICE
376 HUDSON STREET, 10TH FLOOR
NEW YORK, NY 10014**

DEAR SIR/MADAM:

**(MR./MS.) WILL BE TRAVELING ON BUSINESS FOR OUR COMPANY
TO _____. ACCOMPANYING (MR./MS.) WILL BE (NAME OF
HUSBAND/WIFE/CHILD). (MR./MS.) WILL BE DEPARTING THE U.S. ON OR
ABOUT ____ / ____ / _____. PLEASE HELP (HIM OR HER) IN (OBTAINING,
RENEWING, AMENDING, EXTENDING OR ADDING ADDITIONAL PAGES TO) (HIS OR
HER) PASSPORT AS SOON AS POSSIBLE.**

THANK YOU VERY MUCH,

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