

*(Company Logo)*  
*(Address of Company)*

Date: \_\_\_/\_\_\_/\_\_\_\_\_

US Department of State

Dear Sir/Madam,

This letter is written in support of *(Name of Applicant)*, Born *(Date of Birth)*, passport number *(Current US Passport Number)*, working at *(Name of Company)* as *(Job Title)*. He/She will be travelling to *(List all countries travelling to)* on a business trip for *(duration of trip)*, departing on *(date of departure)*. We are requesting to issue the applicant a second US passport for *(brief summary of reasons of second passport request)*.

*(Name of Applicant)* will maintain his/her residency in the United States and the business trip to the aforementioned are of a short-term nature with no intention to immigrate. We are requesting that you issue him/her a second limited passport for his/her travel needs. We assure you that that if his/her passport is lost or stolen while travelling, it will be reported immediately to the passport office or the nearest US Embassy or Consulate.

*(Name of company)* thanks you in advance. Please feel free to contract me if you have any questions at *(Contact Number)*

Sincerely,

*(Name)*  
*(Position at company)*