

## Sample Company Letter Itinerary for Passport Expediting (format)

Your company Logo

Company name

Company Address

Date

To whom it may concern:

Mr Jones is traveling to (select country for international travel) on (select a particular date within two weeks) for (name of your company) on corporate business.

Please expedite his/her passport in time for travel.

Thank you,

(Signed by anybody in the company but not the applicant)

Note: You should match up your departure date on your company letter with Your departure date on the government application forms.