

SAMPLE SECOND VALID PASSPORT LETTER

(Please print on your company letterhead)

Date:

To: U.S. Department of State

Passport Agency

I,(insert applicant's name) , holder of a 10 year valid passport number (insert passport number) issued on (insert passport issue date). I am scheduled to travel internationally to the countries listed below.

I will need visas in conjunction with my planned travel , because of the time required to process visas it is not practical for me to use my existing 10 year passport for other planned international travel.

I respectfully request that you issue a second passport for my use to obtain the necessary visas and to facilitate my international travel while visas are processed in my existing passport.

Should either passport be lost or stolen, I will report the circumstances immediately to the Passport Agency, or if abroad to the nearest American Embassy or Consulate General.

I understand that both passports must be submitted for inspection or cancellation when I request any passport in the future.

Sincerely

Applicant's name

Signature of Applicant

I am requesting that my application for passport be expedited, as I will also be required to apply for visas for the following countries:

List of the countries and departure date