

PLEASE TYPE ON YOUR COMPANY LETTERHEAD

(Date)

Passport Officer

RE: (Insert name of applicant)

Dear Passport Officer

I, _____ am requesting a second limited passport in addition to my ten year passport. Due to my position as a (insert position) which requires frequent and conflicting travel, I will be out of the United States through the next few months. As I will need a passport with me at all times for work, I am finding it very difficult to give up one passport to obtain visas for trips and travel for work at the same time. Below are my plans:

| | | | |
|------------------------|-------------|--------------------------|-------------|
| TO xxxxxxxxxxxx | DATE | RETURN TO THE USA | DATE |
| TO xxxxxxxxxxxx | DATE | RETURN TO THE USA | DATE |
| TO xxxxxxxxxxxx | DATE | RETURN TO THE USA | DATE |
| TO xxxxxxxxxxxx | DATE | RETURN TO THE USA | DATE |
| TO xxxxxxxxxxxx | DATE | RETURN TO THE USA | DATE |
| TO xxxxxxxxxxxx | DATE | RETURN TO THE USA | DATE |
| TO xxxxxxxxxxxx | DATE | RETURN TO THE USA | DATE |

I understand that this passport will be limited in validity not to exceed two years and will not state a geographic location. I also will report immediately the Lost/Theft/Mutilation of either passport to the nearest passport agency or American Consulate.

Thank you for your consideration of this application.

Truly,

SIGNATURE (of applicant)
