

(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)