

**COMPANY LETTER OF EXPEDITE**  
(To be used in place of airline tickets for the passport office only.)

**SAMPLE ONLY**

\* Please type this information onto your company letterhead.

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This letter can be used in place of airplane tickets or a travel itinerary.

( D A T E )

Texas Tower Passport Services  
2020 Montrose Blvd. Suite 400  
Houston, TX 77006

Dear Passport Representatives,

Mr/Mrs \_\_\_\_\_ is one of our employees who is engaged as ( t i t l e )  
for ( c o m p a n y n a m e ) .

Mr/Mrs \_\_\_\_\_ has an urgent, immediate international departure traveling  
to ( c o u n t r y n a m e ) for the purpose of \_\_\_\_\_.

He/She will be departing the USA on ( d e p a r t u r e d a t e ) .

Mr/Mrs \_\_\_\_\_ will be traveling on ( n a m e o f a i r l i n e ) and will be staying in  
( c o u n t r y n a m e ) for a period of ( d u r a t i o n ) .

We appreciate your immediate assistance in the issuance of a passport. Please expedite passport  
at your earliest convenience.

Very truly yours,

\_\_\_\_\_  
(Persons signature of whom authorizes this trip)

\*You can not sign your own letter.