

[TEMPLATE: Please print on company letterhead]

_____, _____ (date)

United States Passport Services
Philadelphia, PA 19190

To Whom It May Concern:

I work for [COMPANY] as a [OCCUPATION] and travel internationally with great frequency. I am currently traveling internationally for work during the month of [Mmm YYYY] and must retain possession of my primary (ten year) passport. **I request that you please process the renewal of my second valid (four year) passport using a photocopy of my ten year passport (details given below) and my original second valid passport.**

Full name on primary (ten year) passport: **NAME(S) SURNAME**
Primary (ten year) passport number: **0000000000**
Date of Issue: **DD Mmm YYYY**
Date of Expiry: **DD Mmm YYYY**
Issuing Authority: **UNITED STATES DEPARTMENT OF STATE**

Should either my original 10 year passport or my limited validity (second valid) **passport be lost or stolen**, I will report the circumstances immediately to the Passport Office in Washington, DC, or, if abroad, to the nearest American Embassy or Consulate.

Thank you for your assistance with this matter. If you have any questions, please feel free to give me a call at (000) 000-0000.

Sincerely,

[APPLICANT'S FULL NAME]
[OCCUPATION]