

Date : ----/----/----

US Department of State

Dear Sir/Madam,

This is letter written in support of Mr. _____ Date of Birth: ___/___/___ current US passport number _____, who is the Job title of abc company. He will be traveling to Counties names _____ for Business trip for two 3 weeks, departing on ___/___/___ We are requesting to issue him a second US passport for (brief Summary)-----

Mr. ABC will maintain his residency in the United States and his Business trip to above counties are a short-term nature with no intention to immigrate. We are requesting to issue him a second limited Passport for his travel Needs. We assure you that If he lost or stolen his passport while traveling, he will be reporting immediately the circumstances to the Passport Office or the nearest US Embassy or Consulate.

ABC company is thanking you in advance. Please feel free to give me a call if you have any questions at : 123456789

Sincerely,

Name
Position