

Example Letter for Requesting a Limited Passport

“Company Letter”

Date: _____

Passport Supervisor

Supervisor:

Mr/Ms. **(Applicant’s Name)** is an employee of **(Company Name)**, in the position of **(applicant’s position)**. His/her position requires that he/she travels internationally frequently and usually on short notice. We are requesting that he/she be issued a limited passport to enable our company to submit the new limited passport to the _____ Embassy, which has advised that the time to process and issue the visa could be as long as ___ months; therefore he/she could use his/her current passport to travel to **(Country)** on **(Departure Date)**. Your assistance on this matter is very much appreciated.

Sincerely,

(Signed by Officer of Company)