

**Example Letter for Requesting a Limited Passport**

**“Individual Letter”**

Date: \_\_\_\_\_

Passport Supervisor

Supervisor:

I, **(Applicant’s Name)**, am an employee of **(Company Name)**, in the position of **(Applicant’s Position)**. My position requires that I travel internationally often and usually on short notice . I am requesting that I be issued a limited passport to enable my company to submit the new limited passport to the \_\_\_\_\_ Embassy, which had advised that the time to process and issue the visa could be as long as \_\_\_\_ months; therefore, I could use my current passport to travel to **(Country)** on **(Departure Date)**.  
Your assistance in this matter is very much appreciated.

Sincerely,

\_\_\_\_\_  
**(Signed by Applicant)**