

Company Letter of Expedite

(To be used as a substitute for airline tickets only)
(Be advised - this letter is a sample)
This letter should be typed on your company's letterhead.

Date _____

TO: US DEPARTMENT OF STATE - PASSPORT SERVICES

Dear Passport Agency Representative,

Mr./Mrs. _____ (Full Name) is an employee of ours who is involved as
a _____ (Title) in the _____
(Division or Department of Co.).

Mr./Mrs. _____ (Full Name) has an urgent, immediate international
departure traveling to _____ (Country Name) for the purpose of conducting
business. He/She will be departing the USA on _____ (Departure Date).

Mr./Mrs. _____ (Full Name) will be traveling on _____ (Airline
Name) and will be staying in _____ (Country Name) for _____ (Length
of Stay). We appreciate your immediate assistance in the issuance of a passport.

Please expedite this passport.

Regards, _____ (Signature of Person Authorizing Trip)

* (Do Not Sign Your Own Letter)

(Date) _____

Expedition Letter Sample

RD Boyd



Expedition Letter Sample:

Embracing the Song of Appearance: An Emotional Symphony within **Expedition Letter Sample**

In a global eaten by displays and the ceaseless chatter of fast interaction, the melodic elegance and emotional symphony produced by the written word usually disappear in to the background, eclipsed by the relentless noise and disruptions that permeate our lives. But, located within the pages of **Expedition Letter Sample** a wonderful literary value overflowing with organic feelings, lies an immersive symphony waiting to be embraced. Crafted by a masterful composer of language, that fascinating masterpiece conducts viewers on a mental trip, well unraveling the concealed songs and profound affect resonating within each cautiously crafted phrase. Within the depths with this moving analysis, we shall explore the book is main harmonies, analyze their enthralling publishing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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Expedition Letter Sample Introduction

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