On your company's letterhead

U.S. Department of State
Washington, DC

To Whom It May Concern:

In view of the restrictive entry policies of one of the countries that I will be visiting, or prolonged processing delays required to obtain visas for my current travel, it is impossible to complete my trip utilizing my current passport.

Consequently, I am requesting the issuance of a second passport to facilitate my travel to the countries provided on my passport application. I understand that one passport will be limited for four years and that I may reapply at the end of the period if my need to travel to the aforementioned countries continues.

Should either passport be lost or stolen, I will report the circumstances immediately to the Passport Office or the nearest U.S. Embassy/Consulate.

NAME: _____

(Please Print Name Legibly)

SIGNATURE: _____ DATE: _____