

**Sample proof of departure business letter**

<<<Your Company Letterhead>>>

US Passport Agency

<<DATE>>

Dear Sirs/Madam:

This letter is to request your assistance in obtaining a passport for our employee, <<Your Name>>, <<Your Title>>, will be traveling on <<Travel Date>> to <<Country to be visited>> on company business to see <<Host>> to <<Reason for Visit>> for <<Number of Days of Visit>>.

Thank you for your assistance in expediting his passport application.

Sincerely,

<<Authorized Signer other than the applicant>>