

YOUR FULL NAME
YOUR FULL ADDRESS
YOUR PHONE NUMBER

Washington Passport Agency
600 19th St NW
Washington, DC 20006

DATE

To Whom It May Concern,

Due to anticipated travel in <MONTH & YEAR> I am requesting that you expedite the processing of my passport which is being submitted by Int'l Visa Service.

Your assistance is greatly appreciated.

Sincerely,

YOUR FULL NAME