

**For business travel: print letter on company letterhead.
For personal travel: create letterhead with name, address and phone number of
traveler**

Chicago Passport Agency
101 W Congress, 9th floor
Chicago, IL 60605

(Today's Date)

To Whom It May Concern;

Due to anticipated travel in (give approximate travel dates) I am requesting that you expedite the processing of (name of traveler, or "my" if being signed by traveler) Passport which is being submitted by American Visa Service.

Your assistance is greatly appreciated.

Sincerely,

(For business, a manager or other travel authority should sign letter.
For personal travel, the traveler can sign)

(Print name of signer and title if applicable)