

**Department of State
Passport Services**

Dear Passport Supervisor

My name is _____ I will be departing the
The United States on ____ / ____ / _____. I will be traveling
to Mexico or Canada by car. While in (Mexico) or (Canada) I will be
staying at / with _____. The address is
_____. The phone number
I can be reached at ____ - ____ - ____ .

I will be staying in Mexico or Canada for _____ week(s) .I will be returning
Back to the United States on _____ ____ 2009.

Please expedite my passport request A.S.A.P so that I will be able to make
my departure date.

Thank You

Sincerely

Signature

(Print Name)