

FULL CONTACT DETAILS
COMPANY REGISTRATION/VAT NUMBER

Date

HM Passport Office

Warehouse K, 2 Western Gateway, London E16 1DR

Dear Sir / Madam,

We are a multinational company dealing in <X> (Please provide some details)

Our procedures require employees to travel to various destinations around the world and Mr. <X> is one of the main employees that engages in overseas travel frequently.

We hereby request the issuance for a 2nd passport for Mr. <X>. His particulars are:

Full Name, Address, DOB, Contact Number.

The reason for the request is due to frequency of travel that Mr. <X> is having to undertake at present and we constantly find ourselves having to rearrange flights and meetings due to visa issuance delays. (Please mention any other reason that is more appropriate for you to have 2 UK Passports)

The Passport on occasion has been stuck in the Respective Embassy/Consulate. High Commission and other urgent travel have been jeopardized due to not having a Passport. Therefore, an additional Passport would be very helpful.

Mr. X is required to travel to the following countries in the near future:

- ☒ <COUNTRY NAME> <UK nationals should need a visa for this country><Russia, Nigeria, China, India, Ghana, Saudi Arabia, Mozambique, Madagascar>
- ☒ <COUNTRY NAME><UK nationals should need a visa for this country>
- ☒ <COUNTRY NAME><UK nationals should need a visa for this country>
- ☒ <COUNTRY NAME><UK nationals should need a visa for this country>

Your assistance in issuing a 2nd passport for Mr. <X> will be highly appreciated.

Please feel free to contact me should you require further information in relation to this application.

Yours Faithfully,

Signature (Original Signature required)

<Name>

<Designation>