Her Majesty’s Passport Office

Globe House

89 Eccleston Square

London

SW1V 1PN Date

RE: Second Passport Application

To whom it may concern

This is to confirm that XXX is employed by XXX company as XXX. He has been in our employment since XXX.

XXX is a frequent traveler and is therefore in need of a second passport as we anticipate several trips over the coming months. Several countries that he will be travelling to will require visas and therefore we would request a second passport to expedite these while he is traveling.

Over the coming months and into next year, he will be required to travel to:

* *Saudi Arabia , China, Russian Federation , India, Israel , US*

Please assist him in obtaining a second passport allowing him to enter travel.

If you require any further information with regards to his employment with this company, please do not hesitate to contact me on the above number.

Yours sincerely

XXX

Job Title ( senior )