<DATE>

To: U.S. Department of State

<ORGANIZATION> is a large corporate airline (FAA Certificate XXXXXXXXX), which provides vital and essential aviation transportation services all over the world. Our crewmembers are required to possess a valid and current passport to complete the travel to these international locations. We also have an urgent need to expedite the passport renewal process so that our crewmembers are able to continue travel without restriction.

I am requesting that <PILOT NAME>, the bearer of U.S. Passport number XXXXXXXX, expiring on XX/XX/2020 is permitted to use the expedited service per the COVID-19 exemption. <PILOT NAME> is a currently employed as a crewmember for <ORGANIZATION>.

If there is any additional information required for this expeditated service, please contact me at any time.

Sincerely,