*This is a SAMPLE personal travel letter detailing your driving/boating trip to Mexico or Canada*

Date:

Re: Expedited Passport for (Traveler’s Name)

To: U.S. Passport Agency

I am applying for an expedited passport so I can travel to (*Mexico/Canada*). I will be leaving from (*city you will depart from*) on (*date you plan to depart*) and enter (*Mexico/Canada*) at (*city at which you will cross the border*). My final destination will be (*city you are traveling to*). While in (*Mexico/Canada*) my plan is to (*enter details of what you plan to do while in Mexico/Canada and mention additional documentation you have including your proof of travel, hotel reservation, etc.*). Please contact me if you require any additional information in order to expedite my passport application.

Regards,

(Signature)

Name:

Telephone:

Email: