November 21, 2013

United State Department of State Passport Agency 600 19 Street NW Washington, DC 20431

In view of the restrictive entry policies of one of the countries (name the countries you are visiting) that I will be visiting, or prolonged processing delays required to obtain visas for my current travel, it is impossible for me to complete my trip to (name of country) utilizing my current passport.
Consequently, I am requesting the issuance of a second passport to facilitate my travel to the countries provided on my passport application. I understand that one passport will be limited for two years and that I may reapply at the end of that period if my need to travel to the aforementioned countries continues. My current passport number is(fill in passport number).
Should either passport be lost or stolen, I will report the circumstances immediately to the Passport Office or the nearest U.S. Embassy/Consulate.
Name
(Please print name legibly)
Signature Date