Date:

Passport Agency

600 19th Street, NW

Washington DC 20006

**RE: Request for a Second US Passport**

**To whom it may concern:**

I am kindly requesting a second US passport for the following reasons:

1. I am, -----------------, an Administrator of the General Conference of SDA. In my position as an administrator, I will be traveling extensively in different countries of the world, often doing back-to-back trips. Most countries that I travel into require visas and time does not permit me to complete all my trips using my current passport.
2. At times, I travel into countries that have conflicting entry policies, in which case they will not issue a visa, so it would be helpful to have a second passport use in such cases.
3. Therefore, I am requesting a second passport to accommodate my travel to the countries provided in my application.
4. I will inform or report immediately to the Passport office or the nearest US Embassy/Consulate, in the event any of my passport is lost or stolen.

I am also submitting my current 10-year passport for review. Please return my original 10-yr passport to me with my second passport.

Thank you for your kind consideration.

Sincerely,

(insert name)

Administrator

General Conference of SDA

12501 Old Columbia Pike

Silver Spring, MD 20905