**Proof of Departure**

If you need the passport for a business trip and will be booking your flight at the last minute you can submit a letter from your company in lieu of the itinerary or plane tickets. The letter must have the following:

1. The letter must be on Company Letterhead.
2. It must be signed by an official other than yourself.
3. Where you are traveling.
4. The purpose of your trip.
5. Why you are not able to provide a flight itinerary.
6. The specific date by which you must have your passport (i.e. the earliest possible date of travel or need).