

A Big Oil Company
The City
London

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A Big Oil Company

October 9, 2008
IPS Passport Service
Globe House
London

Dear Sir or Madam,

We would like to apply for the renewal of a second ten year passport for Mr John Blogs, who is employed as a travelling representative for our company. His work often requires him to visit our clients abroad at short notice and as such can never be without his passport. He often requires visas for certain countries which can leave him without a passport for lengthy periods whilst the visa is obtained, which would restrict his travel if he did not have a second passport.

Over the coming months he is expected to visit the following counties: (*name no less than 6 counties requiring a visa prior to travel*) India, China, Vietnam, Saudi Arabia, Russia, Nigeria and Israel. It would therefore be highly beneficial if Mr Blogs could be issued a new second passport, thus allowing him to travel on one passport whilst visas are obtain for other pending trips in the other.

This continues to be an ongoing requirement of his contract with our company for an indefinite period and we therefore request the renewal of his second passport for a full ten years.

Yours sincerely,

Mr Big Boss
Company Chairman
(*Must be the highest registered person within
your company holding a British passport*)

