

Approval Letter for Expedited Passport Service

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for expedited passport service has been approved. Your application will be processed with priority, and we anticipate that you will receive your passport within the expedited timeline.

In order to facilitate the process, please ensure that any outstanding documents or fees are submitted by [Insert Deadline]. If you have any further questions or need assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to assisting you!

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]