

Your Unit Letterhead

Office Symbol

Date

MEMORANDUM THRU Commander, US Army Garrison, Personal Property and Travel Services, 1520 Freedman Drive, Suite 400 (ASCE-LDE), Fort Detrick, MD 21702-5016

FOR US Department of State, Passport Services, Special Issuance Agency (CA/PPT/SIA), 44132 Mercure Cir, PO Box 1185, Sterling, VA 20166-1185.

SUBJECT: Request Letter for Processing of Official Passport

1. Request processing of passport for Traveler's Name/Grade/ SSN to enable him/ her to carry out the mission of Organization/Unit. Traveler's Name is a Job/Position Title assigned to the Office, Branch or Division, Organization/Unit.

2. Traveler's Name will be traveling to Country/Countries from Date of Departure to Date of Return to Purpose. **(SHOW PURPOSE/JUSTIFICATION/LENGTH OF STAY)**

3. For further information or clarification, please contact Point of Contact at commercial (301) 619-\_\_\_\_\_ or DSN: 343-\_\_\_\_\_.

SIGNATURE OF COMMANDER OR