



May 1, 2015

US Passport Agency  
US Department of State

To Whom It May Concern:

Michael Vaughn is employed by Executive Jet Management as a Flight Crew member, and he requires a passport to travel internationally.

He will be travelling to Brazil on May 18, 2015 for the purpose of transporting executives, and will be returning to the United States on May 26, 2015.

Mr. Vaughn is requesting expedited passport service to accommodate his upcoming travel. Should you have any questions regarding his travel, please contact me at (877) 356-5387.

Thank you for your assistance with this request.

Steven Butler  
International Dispatcher