Urgent Certification Exam Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an urgent application for the upcoming certification exam scheduled for [exam date]. Due to [brief explanation of the urgency, e.g., unforeseen circumstances, deadline, etc.], I am unable to meet the standard application timeline.

As a dedicated [your profession or field], obtaining this certification is vital for my career advancement and fulfillment of my professional responsibilities. I would be grateful if you could expedite the processing of my application.

Attached are all necessary documents including my identification, proof of prior qualifications, and [any other required documents]. I appreciate your understanding and assistance in this matter.

Thank you for your prompt attention to my request. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]