

Expedited Shipping Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request expedited shipping for my recent order, [Order Number], placed on [Order Date]. Due to [reason for expedited shipping], it is critical that I receive the shipment as soon as possible.

I would greatly appreciate your assistance in ensuring that the order is shipped via an expedited method. If there are any additional costs associated with this request, please let me know, and I will be happy to accommodate.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]