

# Expedited Shipping Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To: [Supplier/Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supplier/Company Name],

I hope this message finds you well. I am writing to request expedited shipping for my recent order, which includes back-ordered items.

Order Number: [Insert Order Number]

Items on Back-Order: [List Items]

Given the urgency of my situation, I kindly ask if it would be possible to expedite the shipping of these items once they are available. I would greatly appreciate any assistance you can provide.

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

Sincerely,

[Your Name]