

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request expedited shipping for a recent order of business-critical supplies (Order Number: [Order Number]). Due to unforeseen circumstances, we require these supplies to be delivered by [Required Delivery Date].

The details of our order are as follows:

- Item: [Item Name]
- Quantity: [Quantity]
- Order Date: [Order Date]

We understand that expedited shipping may incur additional costs, and we are prepared to cover those expenses to ensure timely delivery. Your assistance in expediting this shipment would be greatly appreciated as it is critical to our ongoing operations.

Thank you for your prompt attention to this matter. Please confirm the expedited shipping arrangement at your earliest convenience.

Sincerely,
[Your Name]
[Your Position]