

Expedited Shipping Request for Holiday Deliveries

Date: [Insert Date]

To: [Shipping Company Name]

Address: [Shipping Company Address]

Contact: [Shipping Company Contact Information]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request expedited shipping services for our upcoming holiday deliveries. As the holiday season approaches, our need for timely deliveries to our clients has become increasingly urgent.

We would like to arrange for expedited shipping on the following orders:

- Order Number: [Insert Order Number] - [Insert Description] - [Insert Delivery Date]
- Order Number: [Insert Order Number] - [Insert Description] - [Insert Delivery Date]
- Order Number: [Insert Order Number] - [Insert Description] - [Insert Delivery Date]

We understand that this request may require special consideration, and we are willing to discuss any additional costs associated with this service. Our priority is to ensure that our customers receive their orders on time.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]