

Expedited Shipping Request for Personal Gifts

Date: [Insert Date]

To: [Insert Shipping Company Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Shipping Company Name],

I hope this message finds you well. I am writing to request expedited shipping for a package containing personal gifts that I would like to send to [Recipient's Name] at [Recipient's Address]. The package includes the following items:

- Item 1: [Description]
- Item 2: [Description]
- Item 3: [Description]

Given the importance of these gifts, I would greatly appreciate it if you could prioritize this shipment and provide me with the necessary shipping options, costs, and estimated delivery date.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]