

# Expedited Shipping Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Expedited Shipping Schedule Notification

Dear [Recipient's Name],

We are writing to inform you about the expedited shipping schedule for your recent order placed on [Order Date]. Below are the details:

## Shipping Details:

- **Order Number:** [Order Number]
- **Items Shipped:** [List of Items]
- **Shipping Method:** Expedited Shipping
- **Estimated Delivery Date:** [Estimated Delivery Date]

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]