

Expedited Payment Notice

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient Name],

We are writing to inform you regarding the expedited payment for invoice number [Invoice Number] dated [Invoice Date]. As per our recent discussions, we are pleased to confirm that your request for expedited payment has been approved.

The total amount of [Amount] will be processed on [Processing Date]. You can expect to receive the funds via [Payment Method] within [Time Frame].

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Company Phone Number]