

Fast-Track Payment Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I am writing to formally request a fast-track payment for invoice #[Invoice Number], dated [Invoice Date], totaling [Invoice Amount]. Due to [reason for request], I would greatly appreciate your assistance in expediting this payment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]