

Request for Expedited Shipping

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request expedited shipping for our recent order #[Order Number], placed on [Order Date].

Due to unforeseen circumstances, we require this shipment to be delivered by [Desired Delivery Date]. We appreciate your assistance in accommodating this urgent request.

Thank you for your attention to this matter. Please let me know if there are any additional costs associated with this expedited shipping, and whether you can confirm the new delivery date.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]