

Letter of Appeal for Expedited Credit Approval

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Credit Approval Department
Company Name
Company Address
City, State, Zip Code

Dear [Credit Approval Officer's Name],

I hope this letter finds you well. I am writing to formally appeal for an expedited review of my credit application submitted on [date of application]. Due to [reason for urgency, e.g., a time-sensitive opportunity, medical expenses, etc.], I kindly request your assistance in speeding up the approval process.

My Application Reference Number is [application number]. I have taken all necessary steps to ensure that my application is complete and accurate. In addition to my application, I have included [any additional documentation, if applicable] to support my request.

Thank you for considering my appeal. I greatly appreciate your attention to this matter and look forward to your prompt response.

Sincerely,
Your Name