

Expedited Delivery Arrangement for Critical Supplies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the expedited delivery arrangement for critical supplies that are essential for our operations.

Due to the urgency of the situation, we request that the following items be delivered by [insert delivery date]:

- [Item 1]
- [Item 2]
- [Item 3]

Please ensure that these supplies are shipped via [insert shipping method] to the following address:

[Your Address]

[City, State, Zip Code]

If there are any issues or if you require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]