

# Expedited Delivery Engagement Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to confirm our agreement to expedite the delivery of your recent order placed on [Insert Order Date]. Given the urgency of your request, we are committed to ensuring that your items are delivered within the shortest possible timeframe.

Details of the order:

- Order Number: [Insert Order Number]
- Items Ordered: [List Items]
- Expected Delivery Date: [Insert Delivery Date]

To facilitate this expedited process, we will implement the following:

1. Prioritization of your order in our processing system.
2. Direct coordination with our shipping partners for swift dispatch.
3. Regular updates on the status of your shipment.

Please note that an expedited delivery fee of [Insert Fee] will apply to this order, which will be reflected in your final invoice.

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

Thank you for choosing us for your urgent delivery needs. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]