

# Expedited Delivery Terms

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to provide you with our expedited delivery terms for your upcoming orders using our express service. Below are the key details regarding our expedited delivery service:

## Delivery Timeline

All orders marked for expedited delivery will be processed and shipped within [Insert time frame, e.g., 24 hours] of order confirmation.

## Shipping Options

We offer several shipping options for expedited delivery:

- Next Day Air
- Two-Day Shipping
- Same Day Delivery (available in select areas)

## Fees and Charges

Expedited delivery is subject to additional fees based on the shipping method selected. The applicable costs will be detailed at the time of order confirmation.

## Conditions

For expedited service, all items must be in stock at the time of order, and delivery will occur on business days unless otherwise specified.

If you have any questions regarding our expedited delivery service, please feel free to contact us at [Insert Contact Information].

Thank you for choosing [Your Company Name]. We look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]