

EXPEDITED SERVICE NOTICE

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your request for expedited service has been approved. Your case is now being prioritized to ensure timely processing.

Details of the Expedited Service:

- Service Type: [Specify Type]
- Case Number: [Insert Case Number]
- Expected Completion Date: [Insert Date]

If you have any questions regarding this expedited service, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]