[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Expedited Delivery of Goods**

Dear [Vendor’s Name],

We are reaching out to request expedited delivery of the following goods to address an urgent business need:

**Details of Order**:

* **Order Number**: [Order Number]
* **Product/Item Description**: [Description of Goods]
* **Quantity**: [Number of Units]
* **Original Delivery Date**: [Scheduled Delivery Date]

Given the circumstances, we kindly ask that the delivery be expedited to arrive no later than [Requested Delivery Date]. We understand that this may incur additional costs, and we are prepared to discuss any associated fees or adjustments necessary to accommodate this request.

If expedited delivery is not feasible, please let us know at your earliest convenience so we can explore alternative solutions.

Should you have any questions or require further details, please contact [Name, Title] at [Email Address/Phone Number]. We appreciate your assistance in this matter and look forward to your prompt response.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]