

[Your Name]  
[Your Current Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name or Company Name]  
[Address]  
[City, State, Zip Code]

Re: Expedited Sale of Property located at [Property Address]

Dear [Recipient Name],

I am writing to formally request an expedited process for the sale of my property located at [Property Address]. Due to a sudden job relocation with my employer, [Company Name], I am required to report to my new office in [New City/State] by [Start Date].

Because of this strict timeline, I am highly motivated to complete this transaction as quickly as possible. I am prepared to facilitate all necessary inspections, appraisals, and documentation immediately to ensure a smooth and rapid closing.

Please let me know what specific steps or additional information you require from my side to prioritize this sale. I am available at your earliest convenience to discuss terms that will allow for a swift conclusion.

Thank you for your time and assistance in this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]