

[Law Firm Letterhead]

[Date]

[Name of Government Agency]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: REQUEST FOR EXPEDITED PROCESSING

Applicant/Client: [Client Full Name]

Case/Receipt Number: [Number]

Form Type: [Form Type, e.g., I-140, I-485, FOIA Request]

To the Processing Officer,

Our firm represents [Client Name] regarding the above-referenced matter. Please find the attached Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

On behalf of our client, we are formally requesting expedited processing of the pending [Application/Petition/Request] based on the following criteria:

- [Insert Reason: e.g., Severe financial loss to a company or person]
- [Insert Reason: e.g., Urgent humanitarian reasons]
- [Insert Reason: e.g., Compelling interest of the government]
- [Insert Reason: e.g., Clear typographical error by the agency]

Explanation of Urgency:

[Provide a detailed explanation of why this case requires immediate attention and the specific consequences of a delay.]

Supporting Documentation:

In support of this request, we have attached the following evidence:

- [List Document 1]
- [List Document 2]
- [List Document 3]

Thank you for your time and consideration of this urgent request. Should you require additional information, please contact our office directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Attorney Name]
[Law Firm Name]