

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]

RE: Request for Expedited Processing - [Case/Application/Reference Number]

Dear [Recipient Name or Office],

I am writing to formally request expedited processing for my [type of application or request], which was submitted on [date of original submission].

I am requesting this acceleration due to the following urgent circumstances:

- [Reason 1: e.g., Severe financial loss to a company or person]
- [Reason 2: e.g., Urgent humanitarian reasons]
- [Reason 3: e.g., Compelling need to prevent an immediate threat to life or safety]

Attached to this letter, please find supporting documentation that verifies the urgency of this request, including [list attached documents, e.g., medical records, employer letters, or legal notices].

I understand that expedited processing is granted at the discretion of the [Organization Name] and that specific criteria must be met. I believe my situation qualifies under [mention specific policy or category if known].

Thank you for your time and for considering this request. I look forward to your prompt response regarding the status of this application.

Sincerely,

[Your Signature]

[Your Printed Name]