

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Request a rush Order

Dear :

I have enclosed an order that needs to be rushed. I have included the additional rush fee of \$.

Thank you for your assistance in this matter.

Sincerely,

N A M E