

Request Letter for a Rush Order

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

We have scheduled an urgent meeting of tycoons of our community tomorrow, 10am at our office. After the meeting, a luncheon is also planned. Since for all our events, you provide the refreshment, we have contacted you for tomorrow's lunch arrangements. This letter is to request a rush order of refreshment items that we need to be provided before 12pm tomorrow. The menu will include the exclusive refreshment items that we ordered for the last event. You are requested to make in time delivery. All charges will be paid by the evening tomorrow. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-