

Time-sensitive order request

Subject: URGENT - Rush Order Needed by [Date]

Dear [Supplier Name],

I need to place an emergency rush order due to unexpected circumstances. This is extremely time-sensitive, and I would greatly appreciate your assistance.

RUSH ORDER DETAILS:

- Items Needed: [Specific Products]
- Quantities: [Exact Numbers]
- Absolute Deadline: [Date and Time]
- Delivery Location: [Address with specific instructions]

I understand that rush orders typically incur additional charges, and I am willing to pay:

- Express shipping fees
- Rush processing fees
- Any applicable surcharges

This order is critical for [brief reason - client commitment/event/emergency]. I am available at [phone number] for immediate contact if you need clarification on anything.

Please confirm if you can accommodate this timeline and provide total cost including all rush fees.

I can process payment immediately upon confirmation.

Thank you for your urgent attention to this matter.

Best regards,

[Your Name]

[Direct Phone Number]

[Email Address]

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