

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Urgent Request for Documents

I hope this message finds you well. I am writing to urgently request the following documents:

1. [Document Name/Description]
2. [Document Name/Description]
3. [Document Name/Description]

Due to [brief explanation of the reason for urgency, e.g., upcoming deadline or legal requirement], it is imperative that I receive these documents by [specific date]. Your prompt attention to this matter would be greatly appreciated.

Please let me know if you require any further information to process this request. Thank you for your understanding and swift action.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title] (if applicable)  
[Your Company/Organization Name] (if applicable)