

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Courier Company's Name]
[Courier Company's Address]
[City, State, Zip Code]
Subject: Urgent Courier Shipment Request
Dear [Courier Company Contact Name],
I am writing to request an urgent courier shipment for the following items:
- **Description of Item(s):** [Item 1, Item 2, etc.]
- **Weight:** [Weight of the package(s)]
- **Dimensions:** [Dimensions of the package(s)]
Pickup Address:
[Pickup Address]
Delivery Address:
[Delivery Address]
Expected Delivery Date: [Date]
Please confirm the pickup and delivery schedules at your earliest convenience. If you need further details, feel free to contact me.
Thank you for your prompt attention to this matter.
Sincerely,
[Your Name]
[Your Position, if applicable]