

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an urgent matter that requires immediate action. Due to [briefly explain the reason for urgency], we have a deadline that is rapidly approaching, and I would greatly appreciate your prompt response. The specific deadline is [insert date], and it is crucial for [explain the significance of the deadline and any potential consequences of delay].

I kindly request that you [state specific action needed from the recipient], and if possible, could you please provide a response by [insert specific request deadline]?

Thank you for your understanding and cooperation. Please feel free to contact me directly at [your phone number] or [your email address] if you have any questions or need further clarification.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization]