

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance with an urgent matter regarding the completion of [specific job or project name]. Due to [briefly explain the reason for urgency, e.g., deadline, critical project phase], it is essential that we expedite the finishing process.

We are currently facing [describe any challenges or implications caused by the delay], which makes timely completion critical. I would greatly appreciate it if you could prioritize the remaining tasks and allocate any necessary resources to ensure that we meet our deadline of [specific date].

Thank you for your understanding and prompt attention to this matter. Please let me know if there are any additional details or support needed from my side.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]