

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

[Consulate or Embassy Name]  
[Consulate or Embassy Address]  
[City, State, Zip Code]

Subject: Request for Expedited Processing of Visa Application

Dear [Consulate/Embassy Officer's Name],

I am writing to formally request the expedited processing of my visa application, which I submitted on [Date of Application Submission] under the reference number [Application Reference Number].

Due to [briefly explain the reason for the expedited request, e.g., urgent business commitments, family emergencies, etc.], I am in urgent need of my visa to travel to [Destination Country] by [Date of Intended Travel].

I have enclosed all necessary supporting documents to substantiate my request, including [list any pertinent documents, e.g., flight itinerary, appointment letters, etc.].

I understand the usual processing times and greatly appreciate your attention to this matter. Thank you for considering my request for expedited processing.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]