

[Date]

[Recipient Name]

[Agency Name]

[Department/Division]

[Street Address]

[City, State, Zip Code]

**RE: Request for Fast Track Processing - [Project Name/Permit Number]**

Dear [Recipient Name],

This letter serves as a formal request for Fast Track processing for the application submitted by [Agency Name/Company Name] regarding [Project Name].

We are requesting expedited review based on the following eligibility criteria:

- [Reason 1: e.g., Economic development impact]
- [Reason 2: e.g., Affordable housing initiative]
- [Reason 3: e.g., Public health and safety necessity]

Enclosed with this letter are the following documents required for the submittal:

- Completed Application Form
- Fast Track Eligibility Documentation
- [Document Name 3]
- [Document Name 4]

We understand that additional fees may apply for expedited processing and confirm our commitment to providing any requested information promptly to avoid delays. Please contact [Contact Person Name] at [Phone Number] or [Email Address] if you require further clarification.

Thank you for your assistance in moving this project forward.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Agency Name]