

DATE: [Insert Date]

TO: [Executive Name/Board of Directors]

FROM: [Your Name/Department]

SUBJECT: Urgent Submission: [Project/Report Title]

Dear [Name],

Please find the attached [Report/Proposal/Document] regarding [Brief Subject].

Due to [Reason for Short Notice - e.g., unexpected market shifts / immediate regulatory requirements / recent project developments], this document is being submitted outside of the standard reporting cycle for your immediate review.

Key Highlights:

- [Key Point 1]
- [Key Point 2]
- [Action Required/Deadline]

I apologize for the short notice and am available to discuss the details or answer any questions at your earliest convenience.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]