

Urgent Professional Request Email

Subject: URGENT: Expedited MTA Request for Time-Sensitive Research

Dear [Recipient],

We are requesting an expedited Material Transfer Agreement for [material] to support time-critical research related to [urgent research need/emergency response].

Due to [specific time constraints/emergency situation], we need to begin work with this material by [specific date]. We understand that expedited processing may require additional documentation or alternative arrangements.

We are prepared to execute a simple MTA with standard terms to facilitate rapid transfer, with the understanding that we can negotiate more detailed terms subsequently if needed. Our institution has pre-approved standard MTA terms for such situations.

Please contact me immediately at [phone number] to discuss options for expediting this request.

Urgently,

[Your Name]

[Emergency Contact Information]

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