

Subject: Urgent Reference Request: [Candidate Name] - Critical Staffing Need

Dear [Recipient Name],

I am writing to request a professional reference for [Candidate Name], who has applied for the temporary position of [Job Title] at [Organization Name].

Due to a critical staffing need, we are looking to fill this role immediately. We would appreciate your feedback on the candidate's performance during their time at [Previous Company/Organization].

Please provide brief insights regarding the following:

- Dates of employment and their specific role.
- Their technical skills and ability to handle [Specific Task/Responsibility].
- Their reliability and ability to work under pressure.
- Would you rehire this individual?

Given the urgency of this placement, could you please provide a response by [Date/Time]? A brief email reply or a quick phone call to [Phone Number] would be greatly appreciated.

Thank you for your time and assistance in this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]