

Subject: URGENT: Reference Request - [Candidate Name] - [Job Title]

Dear [Recipient Name],

[Candidate Name] is currently being considered for the position of [Job Title] at [Company Name]. Due to an accelerated hiring timeline, we are fast-tracking this application and would greatly appreciate your immediate feedback.

The candidate has identified you as a professional reference who can speak to their performance during their time as [Candidate's Previous Role] at [Previous Company/Organization].

Could you please provide brief answers to the following questions by [Date/Time deadline]?

- In what capacity and for how long did you work with the candidate?
- What are their primary professional strengths?
- How would you rate their ability to work under pressure and meet tight deadlines?
- Are there any areas where they might require additional support or development?
- Would you rehire this individual? (Yes/No)

If you prefer a brief 5-minute phone call instead, please let me know your availability today or tomorrow at [Your Phone Number].

Thank you for your time and assistance in helping us expedite this process.

Best regards,

[Your Name]

[Your Title]

[Company Name]