

[Current Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

**Subject: Priority Professional Reference Request - [Client Name]**

Dear [Recipient Name],

We are currently in the process of finalizing the priority onboarding for [Client Name/Company Name], who has identified you as a professional reference.

Given the expedited nature of this onboarding process, we would appreciate your insights regarding the following:

- The duration and nature of your professional relationship with the client.
- Your assessment of their professional reliability and integrity.
- Any additional information relevant to their suitability for [Service/Industry Type].

As this is a high-priority account, we would be grateful if you could provide this reference by [Date/Time]. You may reply directly to this email or contact me at [Phone Number] if you prefer to provide a verbal reference.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]