

Subject: URGENT: Reference Request for [Your Name] - Deadline [Date]

Dear [Recipient Name],

I hope this email finds you well.

I am writing to respectfully request a professional reference regarding my time at [Company/Institution Name]. I am currently in the final stages of an application process for [Target Job Title/Opportunity], and the hiring committee has requested a reference on a very tight timeline.

Due to an unexpected acceleration in their hiring process, they have asked for all documentation by **[Day of the week], [Date] at [Time]**. I apologize for the short notice and understand if your schedule does not permit this.

The reference would likely focus on my work regarding [Project/Skill] and my general performance during our time working together. I have attached my current resume and the job description for your convenience.

Please let me know as soon as possible if you are able to accommodate this expedited request. If you can, I will forward the specific submission instructions or contact details immediately.

Thank you for your time and for your continued support of my career.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]