

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

Dear [Reference Name],

I hope this email finds you well.

[Candidate Name] is currently being considered for the position of [Job Title] at [Company Name], and they have provided your name as a professional reference.

As we are in the final stages of our hiring process and aim to make a decision by [Date/Time], I would greatly appreciate a brief moment of your time to answer the following questions regarding their technical performance:

- In what capacity and for how long did you work with the candidate?
- How would you rate their technical proficiency in [Key Skill/Technology]?
- Can you comment on their ability to solve complex technical problems under pressure?
- How would you describe their ability to collaborate within a technical team?
- Would you rehire this individual?

If you prefer to speak via telephone, please let me know your availability today or tomorrow at [Phone Number].

Thank you in advance for your assistance with this urgent request.

Best regards,

[Your Name]

[Your Title]

[Company Name]