

Subject: Emergency Reference Request

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly request your assistance with an emergency reference for a job offer I have received from [Company Name]. Due to the time-sensitive nature of this opportunity, I would greatly appreciate it if you could provide your reference at your earliest convenience.

The position is [Job Title] and requires references by [Deadline Date]. If you agree, you may be contacted directly by [Contact Person's Name] from [Company Name] at [Contact Person's Email/Phone Number].

Thank you so much for your help during this critical time. Please let me know if you need any additional information or if there is anything I can do for you in return.

Warm regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]