

Subject: Urgent Request for Job Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly ask for your assistance with a job reference. I have applied for the position of [Job Title] at [Company Name], and the hiring manager has requested references to complete my application.

Given our previous work together at [Your Previous Company/Organization] and your understanding of my skills and qualifications, I believe that you could provide valuable insight into my professional capabilities. The reference check needs to be completed by [Deadline Date], and I would greatly appreciate your support in this matter.

If you are able to assist, please let me know, and I will provide any necessary details regarding the position and the employer. Thank you very much for considering my request. I appreciate your help, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]