

# Internship Performance Evaluation Request

Date: [Insert Date]

To: [Supervisor's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request a performance evaluation for my internship position at [Company Name]. As my internship period is approaching its end on [End Date], I believe that your feedback will be invaluable in helping me assess my skills and areas for improvement.

If possible, I would appreciate a formal evaluation reflecting my contributions and any suggestions you may have that could assist me in my future endeavors. I understand that you may have a busy schedule, so I am happy to accommodate your availability for this request.

Thank you very much for your guidance and support throughout my internship experience. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position/Title (if applicable)]