

Performance Review Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Club/Organization Name]

[Address]

Dear [Recipient Name],

I hope this message finds you well. As a member of [Club/Organization Name], I am writing to formally request a performance review of our club's activities over the past [specific period].

The purpose of this review is to assess our progress, identify strengths, and pinpoint areas for improvement. I believe that a thorough evaluation will help us enhance our efficiency and ultimately better serve our members and community.

Some specific aspects I would like to address in the review include:

- Attendance and participation rates
- Success of events and initiatives
- Member feedback and satisfaction
- Financial health of the club

I would appreciate the opportunity to discuss this further and gather insights from fellow members. Please let me know a convenient time for us to meet or if you prefer to conduct this review through another method.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]

[Club/Organization Name]

[Your Contact Information]