

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the scheduling of my performance evaluation meeting. I understand that these evaluations are critical for discussing growth, feedback, and future objectives.

Could you please provide me with details regarding the date, time, and format of the meeting? Additionally, if there are any specific areas of focus or preparation required on my part, I would appreciate your guidance.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]