

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Request for Formal Performance Evaluation**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance evaluation to discuss my progress and contributions to [Company's Name] over the past [duration]. I believe that a structured evaluation will provide valuable feedback and help identify areas for my professional development.

I appreciate your time and guidance and look forward to our discussion. Please let me know a suitable time for you to conduct this evaluation.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]