

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance feedback review. As I strive to improve my skills and contribute more effectively to our team, I believe that receiving your insights would be invaluable.

If possible, I would appreciate the opportunity to schedule a meeting at your earliest convenience to discuss my performance over the past [time period]. Your constructive feedback will aid me in identifying areas of strength and opportunities for growth.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]