

Subject: Request for Performance Review Reference

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your assistance as I consider applying for the [Job Title] position within our [Department/Team] at [Company Name]. As part of the application process, I would need to provide references, and I believe your insights on my performance would be invaluable.

It would greatly help if you could provide a brief performance review, highlighting my contributions, skills, and any areas of improvement over the past [duration]. Your endorsement would significantly enhance my application.

Please let me know if you need any specific information or if you'd prefer to discuss this in person. Thank you for your support!

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]