

Performance Review Reference Request

Dear [Mentor's Name],

I hope this message finds you well. I am writing to kindly request your support as I pursue a mentorship opportunity that requires a performance review reference.

As you are familiar with my work ethic and accomplishments during my time at [Company/Organization Name], I believe your insights would greatly benefit my application. The mentorship program aims to enhance skills in [specific area], and I am eager to grow professionally through this experience.

If you agree, I would be happy to provide any specific details or documents that could assist you in crafting the reference. The deadline for submission is [insert date].

Thank you very much for considering my request. I appreciate your support and guidance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]