

Performance Review Reference Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a performance review reference for my work on the [Project Name] project that we collaborated on in [Year/Duration]. Your insights and perspectives on my contributions would be invaluable for my upcoming performance evaluation.

During our collaboration, I aimed to [briefly describe your role and contributions]. I believe your feedback on my performance, teamwork, and overall impact on the project would provide a comprehensive understanding of my capabilities and professional growth.

If you are willing to assist, I can provide a few specific areas for feedback or you can share your thoughts as you see fit. I greatly appreciate your time and support in this matter.

Thank you for considering my request. Please let me know if you need any additional information or if there is a convenient time for us to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]