

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address concerns regarding my recent performance in [specific project, task, or time period]. I understand that my performance may not have met the expectations outlined, and I would like to provide some context.

Firstly, [Briefly explain any relevant circumstances or challenges faced, such as personal issues, workload, or unforeseen events]. These factors have significantly impacted my ability to deliver my best work.

Additionally, I recognize that there were areas where I could have sought help or communicated more effectively. Moving forward, I am committed to improving my performance by [mention specific actions you will take to address the performance issues, such as seeking mentorship, improving time management, etc.].

I value the opportunity to contribute to [Company/Organization Name] and am eager to demonstrate my commitment to improvement. Thank you for your understanding, and I appreciate your support during this time.

Sincerely,

[Your Name]