

Inquiry for Performance Meeting Scheduling

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about scheduling a performance meeting to discuss my progress and contributions within the team.

Could you please let me know your availability in the coming weeks? I believe this meeting will be beneficial for both of us to align on my goals and expectations.

Thank you for your attention to this matter. I look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]