

[Your Name]

[Your Job Title]

[Your Department]

[Your Email]

[Your Phone Number]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance review meeting at your earliest convenience. I believe this meeting will provide a valuable opportunity to discuss my progress, achievements, and areas for growth within my role.

Could we set aside some time in the coming weeks to meet? I am eager to hear your feedback and outline my goals for the upcoming period.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]