

# Performance Review Request

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a performance review of our private equity investment portfolio as of [specific date or time period]. An assessment of the portfolio's performance will provide us valuable insights to understand our progress and areas for improvement.

Specifically, I would appreciate reports on:

- Investment returns vs. benchmarks
- Key drivers of performance
- Market trends impacting our investments
- Recommendations for adjustments or reallocations

It would be ideal to discuss this in a meeting. Please let me know your available times over the next two weeks, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]