

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a skill appraisal for my performance and contributions to the team over the past [duration]. I believe this appraisal would provide valuable insights into my current skill set and areas for potential growth.

Additionally, I hope to discuss my career progression and any training opportunities that could enhance my capabilities in alignment with team goals.

Thank you for considering my request. I look forward to your feedback and to scheduling a convenient time for the appraisal.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]