

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss my performance over the past year. I believe a performance review would provide valuable feedback and help me set goals for the upcoming period.

Could we schedule a time that works for you? I am available on [insert dates and times], but I can adjust to fit your schedule.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]