

Performance Review Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance review for my role as an insurance agent at [Company Name]. My aim is to gain constructive feedback on my performance and identify areas for improvement.

Over the past year, I have worked diligently to achieve our sales targets, enhance client relationships, and improve my product knowledge. I believe that a performance review will provide valuable insights that can help me to further enhance my skills and better serve our clients.

I appreciate your time and consideration, and I look forward to your feedback. Please let me know a convenient time for us to meet and discuss this.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]