

# Subject: Request for Focused Performance Feedback

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your feedback on my performance regarding [specific project or task] that I completed on [date]. I believe your insights would be invaluable as I strive to improve and grow in my role.

Specifically, I would appreciate your thoughts on the following areas:

- Strengths that stood out during the project.
- Areas where I can improve.
- Overall effectiveness and impact of my contributions.

Could we schedule a brief meeting or call at your convenience to discuss this? Your feedback is important to me, and I am eager to learn from your expertise.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]