

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss my performance appraisal.

Over the past year, I have worked on various projects and have made significant contributions to our team. I would appreciate the opportunity to review my achievements, receive your feedback, and discuss my career goals moving forward.

Could we schedule a time that works for you? I am available on [insert your availability].

Thank you for considering my request. I look forward to our discussion.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]