

Request for Appraisal Meeting

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a meeting to discuss my performance appraisal for this year. I believe it would be beneficial for us to review my contributions and set goals for the upcoming period.

Could you please let me know a suitable time for us to meet? I am available on [insert your available dates and times], but I am open to accommodating your schedule as well.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]