

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my concerns regarding the outcome of my recent performance review conducted on [date of review]. While I appreciate the feedback provided, I feel that there were several key contributions and efforts that may not have been fully recognized.

Specifically, I would like to discuss [mention specific project, achievement, or situation]. I believe that this aspect of my work demonstrates my commitment to [explain the relevance to your role or the company].

I would appreciate the opportunity to meet and discuss this further, as I am eager to understand your perspective and how I can improve moving forward.

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

Sincerely,
[Your Name]