

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a conversation regarding my performance feedback. I believe that understanding your insights will greatly help me to grow and improve in my role.

Would it be possible to schedule a time for us to discuss this in the coming weeks? I would greatly appreciate your guidance and any specific areas you think I should focus on moving forward.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]