

Subject: Request for Peer Performance Reviews

Dear [Peer's Name],

I hope this message finds you well. As part of our ongoing efforts to promote a culture of feedback and continuous improvement, I am reaching out to you to request your assistance in providing a peer performance review for [Reviewee's Name].

As you are aware, the feedback collected will help [Reviewee's Name] understand their strengths and areas for growth, ultimately contributing to their professional development. Please provide your insights based on your experience working together over the past [duration].

In your review, I kindly request that you focus on the following key areas:

- Communication Skills
- Collaboration and Teamwork
- Problem Solving and Innovation
- Overall Performance and Contributions

Feel free to provide specific examples wherever possible, as these will greatly assist in the review process.

Please send your completed review to me by [deadline date]. Your feedback is invaluable and greatly appreciated.

Thank you for your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]