

Request for Reevaluation of Performance Feedback

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reevaluation of my recent performance feedback received on [Insert Date]. I appreciate the time and effort you put into the review process, and I value the constructive criticism provided.

However, after careful consideration of the feedback, I believe there may have been some aspects of my performance that were not fully represented. [Briefly explain the points you want to discuss or clarify].

I am committed to my role and am eager to continue improving. I would greatly appreciate the opportunity to discuss this matter with you further. Please let me know if we could arrange a time to meet in the upcoming days.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]