

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance evaluation at your earliest convenience. I believe that receiving feedback on my work will help me identify my strengths and areas for improvement, ultimately contributing to my professional development.

Over the past [time frame], I have been focused on [briefly outline major projects or responsibilities]. I would appreciate the opportunity to discuss my performance and goals for the future.

Please let me know a time that would work best for you. Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]