

# Request for Performance Feedback Session

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a performance feedback session at your earliest convenience. I value your insights and would appreciate the opportunity to discuss my progress and areas for improvement.

Could we schedule a time to meet within the next few weeks? I am flexible and can adjust to your available times.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]