

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding what I believe to be bias in my recent performance evaluation conducted on [date of evaluation]. I appreciate the time and effort that goes into these assessments; however, I feel compelled to bring to your attention several factors that I believe may have influenced the outcome unfairly.

Firstly, [describe specific incidents or examples where bias may have occurred, including any relevant data or observations]. I believe these incidents demonstrate a pattern that may not accurately reflect my performance and contribution.

Moreover, I have consistently received positive feedback from my colleagues and clients throughout the evaluation period, which seems to contrast with the feedback noted in my evaluation. [Include any supporting evidence such as emails, performance metrics, etc.].

Given these concerns, I respectfully request a review of my performance evaluation process. I would appreciate the opportunity to discuss this matter further at your earliest convenience. My intention is to ensure that evaluations are conducted fairly and transparently for all employees.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,
[Your Name]