

Subject: Performance Review Request

Dear [Manager's Name],

I hope this message finds you well.

I am writing to formally request a performance review for my role as [Your Job Title] within the [Department/Team Name]. I believe that a review would be beneficial for both of us, as it provides an opportunity to discuss my contributions, gather feedback, and set goals for the upcoming period.

I would appreciate it if we could schedule a time to meet at your earliest convenience. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering my request. I look forward to our conversation.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Date]