

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

Subject: Justification for Performance Review

I hope this message finds you well. I am writing to formally request a review of my recent performance evaluation dated [insert date of evaluation]. I appreciate the feedback provided; however, I would like to clarify and justify certain aspects of my performance that I believe merit reconsideration.

1. ****Key Achievements:****

- [List specific achievements and contributions]

2. ****Targets and Goals:****

- [Outline how you met or exceeded targets]

3. ****Challenges Overcome:****

- [Mention any challenges faced and how you addressed them]

4. ****Feedback and Communication:****

- [Discuss any feedback received during the review period]

5. ****Future Goals:****

- [Describe your commitment to continued improvement and development]

I am confident that a more detailed review of these factors will provide a comprehensive view of my contributions and performance. I kindly ask for the opportunity to discuss this matter further at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Job Title]