

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

To,

The Principal

Kendriya Vidyalaya [School Name]

[School Address]

[City, State, Zip Code]

Subject: Application for Performance Appraisal

Respected Sir/Madam,

I hope this message finds you well. I am writing to formally request a performance appraisal for my work as a [Your Position] at Kendriya Vidyalaya [School Name]. As we approach the appraisal period, I would like to take this opportunity to highlight my contributions and seek feedback for my professional development.

In the past year, I have successfully [mention any significant achievements, projects, or contributions], which have positively impacted our school and students. I believe that a performance appraisal will provide valuable insights into my work and areas for improvement.

I kindly request a meeting to discuss my performance and any objectives for the upcoming period. Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation]