

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

Subject: Explanation for Performance Appraisal Discrepancy

I hope this message finds you well. I am writing to address an issue that has come to my attention regarding my recent performance appraisal.

Upon reviewing the feedback, I noticed some discrepancies that I believe warrant clarification. Specifically, [briefly describe the specific points of concern in the appraisal].

I understand the importance of accurate evaluations and would like the opportunity to provide additional context regarding [specific instance or achievement]. I have [describe relevant actions, contributions, or results], which I believe were not fully captured in the appraisal document.

I appreciate the feedback provided and am committed to continuous improvement. I would like to request a meeting at your convenience to discuss this matter further. I am eager to ensure that my contributions align with the expectations of my role and the goals of our team.

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

Sincerely,

[Your Name]

[Your Contact Information]