

[Your Name]  
[Your Title]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[Recipient City, State, Zip Code]  
Subject: Performance-Based Review (PBR)

Dear [Recipient's Name],  
I hope this letter finds you well.  
As part of our organization's commitment to maintaining high standards and continuous improvement, this Performance-Based Review (PBR) is being conducted for [Employee's Name/Department/Project]. The purpose of this review is to evaluate performance, recognize achievements, and identify areas for further development.  
[Insert specific details regarding performance metrics, achievements, and observations related to the review here.]  
We kindly request your input and feedback on the following areas:

1. Performance metrics
2. Strengths and accomplishments
3. Areas for improvement
4. Future goals and objectives

Please provide your feedback by [Due Date] so we can integrate your insights into the final evaluation report.  
Thank you for your attention to this important process. Your contribution is invaluable in ensuring continued growth and success.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]