

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

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request a performance review to discuss my contributions, progress, and areas for improvement within my role as [Your Job Title] at [Company's Name].

I believe that a performance review will provide valuable insights and help me align my goals with the team's objectives. I am looking forward to receiving your feedback on my performance over the past [time period]. Please let me know a convenient time for you to meet. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]