

[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],

I hope this message finds you well. I am writing to formally request a performance review discussion. I believe that taking the time to assess my contributions and align on expectations will not only benefit my professional development but also reinforce my commitment to the team and the organization's goals.

Over the past [time period], I have made significant strides in my role by [briefly mention specific achievements, projects, or contributions]. These initiatives have resulted in [quantifiable results or impacts if applicable], demonstrating my dedication to delivering high-quality work. I am eager to receive constructive feedback that will help me grow and enhance my contributions to [Company Name]. Additionally, I would appreciate discussing opportunities for advancement and how I can better align my goals with the team's objectives.

Please let me know a convenient time for you to have this discussion. I am looking forward to your insights and continuing to contribute to our team's success.

Thank you for considering my request.

Sincerely,

[Your Name]