

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

Dear [Manager's Name],

Subject: Performance Review for [Employee's Name]

I hope this message finds you well. This letter serves as a formal request for a performance review for [Employee's Name], who has been part of our team since [Employee's Start Date].

****Performance Overview:****

- [Strengths and accomplishments]
- [Areas for improvement]
- [Goals achieved during the review period]

****Development Goals:****

1. [Specific goal 1]
2. [Specific goal 2]
3. [Specific goal 3]

****Conclusion:****

I believe that a performance review will provide valuable feedback and help [Employee's Name] continue to grow and excel in their role. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]