

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

VPN Team

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear XVPN Team,

I hope this message finds you well.

I am writing to formally request a performance review for the work I have contributed to the XVPN project over the past [specify time period]. I believe that a review would provide an opportunity to evaluate my progress, discuss my contributions, and identify areas for further development within the team.

During this period, I have focused on [briefly outline key projects, responsibilities, or achievements]. I would appreciate the chance to discuss these contributions in detail and receive feedback on my performance.

Please let me know a suitable time for a meeting to discuss this matter further. Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]