

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Participation in PBR

I hope this letter finds you in good health and high spirits. I am writing to formally request your participation in the upcoming Performance-Based Review (PBR) scheduled for [date]. This initiative aims to enhance our organization's efficiency and effectiveness through constructive feedback and collaborative evaluation.

We believe that your insights and experiences will be invaluable to this process, and your participation will greatly contribute to our efforts in fostering a culture of continuous improvement. The PBR session will be held on [specific date and time] at [location/format, e.g., virtual platform].

Please confirm your availability by [response deadline]. Should you have any questions or require further information, feel free to reach out to me at [your phone number/email].

Thank you for considering this request. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]