

Dear [Author's Name],

I hope this message finds you well. We are reaching out to kindly remind you about the feedback on your proposal titled "[Proposal Title]" submitted on [Submission Date].

Your insights are valuable to us, and we would greatly appreciate your feedback by [Due Date]. This will help us move forward with the review process.

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]