

**Dear [Client's Name],**

I hope this message finds you well. I am writing to kindly remind you about the feedback we requested regarding [specific subject or project]. Your insights are invaluable to us and will greatly assist in ensuring that we meet your expectations.

The deadline for submitting your feedback is [insert deadline]. If you need any further information or assistance, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]