

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on my previous request for feedback regarding [specific subject or project], sent on [date of initial request]. Your insights are invaluable to me, and I would greatly appreciate any thoughts you may have.

Understanding your perspective will help me [reason for feedback - e.g., improve my work, address specific issues, etc.]. If you're able, could you please provide your feedback by [specific deadline, if applicable]?

Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,

[Your Name]