



COMMUNICATION TEMPLATES

Client feedback request email templates

A set of respectful prompts for requesting clear client feedback, naming the decision needed, and keeping revisions productive.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

You need feedback that is specific enough to move work forward.

WORK THROUGH THE CHECKLIST

☐ 01 **Link the exact work to review**

☐ 02 **Name the decision needed**

☐ 03 **Set a review date**

☐ 04 **Ask for consolidated feedback**

☐ 05 **Explain revision limits**

☐ 06 **Confirm the next milestone**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.