Course Completion Reminder

Dear [Student's Name],

We hope this message finds you well. This is a friendly reminder that your online course, [Course Title], is approaching its completion date on [Due Date].

Please ensure that all assignments and assessments are submitted by this date to receive your certification.

If you have any questions or need assistance, feel free to reach out to our support team at [Support Email].

Thank you for your commitment to your learning journey!

Best regards,

[Your Name]
[Your Position]
[Institution Name]