

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 nearing its completion date on **[Completion Date]**.

To ensure you receive your certification and successfully complete the course, please make sure to finish all remaining assignments and assessments by the deadline.

If you have any questions or need assistance, feel free to reach out to our support team.

Best regards,

[Your Name]

[Your Position]

[Institution Name]