

## **Subject: Concern Regarding Course Progress**

Dear [Student's Name],

I hope this message finds you well. I am writing to express my concern regarding your progress in the [Course Name] that you are currently enrolled in.

It has come to my attention that you have not submitted several assignments, and I want to ensure that you are not facing any challenges that may be hindering your participation in the course.

Please feel free to reach out to me if there's anything I can do to assist you or if you need additional resources to support your learning. Your success is important to me, and I am here to help.

Looking forward to hearing from you soon.

Best regards,  
[Your Name]  
[Your Title]  
[Contact Information]