Subject: Technical Difficulties with Online Course

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inform you about the technical difficulties I have encountered while participating in the [Course Name] online course.

On [specific date], I experienced issues with [describe the issue, e.g., logging in, accessing materials, or joining live sessions]. This has impacted my ability to fully engage with the course content and complete necessary assignments.

I have attempted to troubleshoot the issue by [list any troubleshooting steps you've taken, e.g., resetting my password, trying a different browser, etc.], but unfortunately, the problem persists.

I would greatly appreciate your assistance in resolving this matter at your earliest convenience. Additionally, if there are any alternative methods or resources I can utilize in the meantime, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]