

Reminder: Educational Software Usage Guidelines

Dear [Recipient's Name],

We hope this message finds you well. This is a gentle reminder regarding the usage guidelines for the educational software that we have implemented in our institution.

As a participant in this program, it is crucial to adhere to the following guidelines:

- Ensure that all students have individual accounts and do not share login information.
- Review and follow the instructional materials provided within the software.
- Engage with technical support for any issues encountered during use.
- Encourage students to use the platform responsibly and ethically.

Your cooperation in these matters ensures a productive and effective learning environment for all our students. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention and ongoing support.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]
[Contact Information]