

Subject: Reminder: Pending Classwork

Dear [Student's Name],

I hope this message finds you well. I am writing to remind you of the pending classwork that needs to be completed for [Course Name/Subject].

The following assignments are outstanding:

- [Assignment 1: Title] - Due Date: [Date]
- [Assignment 2: Title] - Due Date: [Date]
- [Assignment 3: Title] - Due Date: [Date]

Please submit these assignments by the specified due dates to avoid any penalties. If you have any questions or need assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/Institution Name]