

Reminder: Unsubmitted Coursework

Dear [Student's Name],

This is a friendly reminder regarding your coursework for [Course Name]. Our records indicate that the following assignments are still pending submission:

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

Please submit your coursework as soon as possible to avoid any penalties and to ensure you receive full credit.

If you are facing any difficulties or require assistance, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Institution]