Email Template – Online

No assignments in 7 days.

Dear Student,

I hope all is well. I am writing to check on your progress in the course. I noticed that you have not submitted any assignments in more than a week. Is everything okay?

I understand that this semester may be challenging for you, but I want you to know that I am here to support you. You have the potential to do well in this course, but you need to catch up on your work as soon as possible.

Please reply to this email and let me know if you are facing any difficulties or need any help. I can offer you some extensions, feedback, or resources if you communicate with me. Don't hesitate to reach out to me or the academic advisor if you need any assistance.

I hope to hear from you soon and see your assignments in the next few days.

Sincerely,

Professor