Email Example - Not accessed course in over 6 days

Example 1

Dear Student,

I hope this email finds you well. I noticed that you have not logged in to the course platform in more than a week. I am concerned about your academic performance and well-being.

Is there anything that is preventing you from accessing the course materials or completing the assignments? Do you need any assistance or support from me or the university? Please let me know as soon as possible so that we can work together to help you succeed in this course.

I encourage you to log in to the course platform and review the content, and assignments that you have missed. Please reply to this email and let me know how you are doing and if you have any questions or concerns.

I look forward to hearing from you soon.

Sincerely,

Your Instructor

Example 2

Hello, Student,

I hope you are well. I saw that you have not been online in the course for more than a week. I am worried about your academic progress and well-being.

Are you facing any challenges that are affecting your access to the course materials or your completion of the assignments? Do you require any help or support from me or the university? Please inform me as soon as you can so that we can collaborate to help you achieve the successful completion of this course.

I urge you to log in to the course and catch up on the content and assignments that you have missed. Please respond to this email and tell me how you are feeling and if you need any help.

I hope to hear from you soon.

Best,

Your Instructor