

Subject: Reminder – Assignment Status Request

Dear Sir/Ma'am,

This is a gentle reminder regarding the update on my assignment submitted on 29/11/25. Kindly let me know if any changes are required.

I understand you may be busy, but I would be grateful if you could please update my status.

Thank you for your time and support.

Looking forward to your response.

Warm regards,

Vishakha Sharda