

To: Ketuchaudhary@gmail.com

Subject: Reminder to Assign Assignment on TOPS Career Center

Dear ma'am,

I hope you are doing well.

This is a kind reminder to assign the pending assignment on the TOPS Career Center portal so that I can complete and submit it on time.

Please let me know if there is anything else I need to do from my side.

Thank you.

Regards,

Nandani Deraiya