

## **COVID-19 Templates for Communicating with Internship Site or Supervisor**

### **Inquiry about status of internship for the semester:**

Address to an individual (site supervisor) or To Whom It May Concern,

Given the current situation with COVID-19, I am writing to inquire the status of my internship position with (name of organization). Will this affect my status and/or my start date? Have there been changes to normal operating/business hours/schedule? Is there any new information concerning my position as (\_\_\_\_)? I am excited to start as (position) and want to adhere to any of (organizations') guidelines.

Thank you for your time and I look forward to hearing from you.

Very Respectfully,

(Your name)

### **Requesting alternative options to complete the semester:**

Address to an individual (site supervisor) or To Whom It May Concern,

Given the current situation with COVID-19, I am writing to inquire about options for remote work projects for completing my internship beginning on (date) in the event in person work isn't available or an option. The safety and health for myself, my family members, and my community is important so I need to follow strict guidelines when exposing myself to potential risks. I am very excited for the opportunity to intern with (organization/site) and hope we can agree on an alternative plan of action.

Thank you for your time and investment in my professional development. I look forward to hearing from you.

Very Respectfully,

(Your name)