Your Name

Your Address

Your City, State ZIP CODE

Your Phone Number

Your Email

Date Name

Title

Organization’s Address

City, State ZIP CODE

Dear Name,

I hope this message finds you well and healthy. I’m reaching out in regard to the job/internship opportunity that was previously discussed. I know that there is a lot of uncertainty surrounding the future and I wanted to touch base with you to learn more about \_\_\_\_\_\_ plans moving forward. If necessary, is this an opportunity that can be completed remotely? I am happy to discuss alternative accommodations that need to be made in order to pursue this position.

I understand that things are changing daily, and as we get closer to the original start date, I’d like to stay in touch with you as things progress.

Sincerely,

YOUR NAME