

**SAMPLE EMAIL TO SEND TO YOUR EMPLOYER
IF YOU ALREADY SECURED A SUMMER INTERNSHIP**

Dear (name),

I am very excited to be starting my internship with (organization name) this summer.

I want to be able to hit the ground running, and I know in these unprecedented times that there may be changes in the structure of my internship, such as working virtually. Are there any technologies I should be learning? We are using Zoom here at Notre Dame for classes and meetings/appointments, but if there is another remote conferencing platform that (organization name) uses, I would like to start becoming familiar with it now.

No doubt, some of your workforce has moved to virtual/remote operations at this time. If this continues into the summer, I am quite willing to do whatever I can in a virtual capacity to contribute to (organization name's) success.

If I can be of any help during this time, please don't hesitate to contact me. I look forward to hearing from you regarding my internship status.

Thank you for your time!

Sincerely,