Dear (Name of Host),

Thank you so much for volunteering your time as a host for the Widener Works Online informational interview program. I look forward to learning more about you and your work with (name of company) during our conversation.

I am currently a (year) studying (your major) at Widener University. My goal for this experience is to learn more about (let your host know what you are hoping to learn from your conversation).

I am available during the following days and times…Please let me know if any of these options work well with your schedule, and if they do not, please let me know what your schedule looks like and I will find a good time for us to chat.

Would you prefer to use Zoom or phone for our conversation? If you prefer Zoom, we can use this Zoom link to access our meeting. If you would prefer phone, I will give you a call at (enter host's phone number). Is this number a good phone number to use? If not, could you please provide me with a better phone number to reach you?

Thank you again for your time and I am really looking forward to our call.

Sincerely,

Your Name