Dear (Name of Host),

Thank you so much for volunteering your time as a host for the Widener Works. I look forward to learning more about you and your work with (name of company) during our (job shadow or 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 (list your availability over Winter Break). 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 connect.

**If you are doing an informational interview with your host, use this paragraph**

Would you prefer to use Zoom or phone for our conversation? If you prefer Zoom, we can use this Zoom link (hyperlink your Zoom room) 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?

**If you are doing a job/med school shadow with your host, use this paragraph**

Before we meet, I have a few questions about my job shadowing experience. Could you please provide me with an address outlining where I should meet you on the day of the shadow? Also, are there any parking considerations or COVID polices I should be aware of? Is there a dress code I should be sure to follow during our shadow and will your site require me to complete any type of paperwork or show identification upon my arrival? What do you usually do for lunch? Should I plan on packing something or bringing money to purchase lunch? Is there a best way to get in touch with you in case we need to reschedule our shadow because of bad weather or emergencies?

Thank you again for your time. I am really looking forward to meeting you.

Sincerely,

Your Name