



UNIVERSITY OF
TORONTO
MISSISSAUGA

Requesting alternative options:

Subject line: (Name of internship or position)

Dear: (Address to an individual if you have a contact or simply use subject line as above)

Given the current situation with COVID-19, I am writing to inquire on options for remote work for my {internship/full-time position} beginning on {date}. In my personal situation, I have health concerns (for myself/for family members) and need to follow more strict guidelines when exposing myself to potential risks. I am very excited at the opportunity to work for {name of organization} and hope we can mutually agree on a plan of action.

Thank you for any information you can provide; I look forward to hearing from you.

Sincerely,

(your name)

(Cel no.)