

INTERN FOR A DAY

SAMPLE EMAIL FOR STUDENTS PRE-SHADOW DAY

This pre-shadow day email template is fill in the blank style for your convenience. This will ensure all details are included and limit back and forth emailing.

Dear [STUDENT NAME],

We are so excited to be hosting you on [DATE/TIME]. Reminder, [COMPANY] is located at [ADDRESS]. Parking can be found at [PARKING DETAILS]. Here is my personal phone number in case you have any issues locating the building or finding parking: [PHONE]. (OPTIONAL)

Below is your schedule for the day:

- [ITINERARY INFO]

Important items to note:

- [DRESS CODE]
- [MATERIALS TO BRING (LAPTOP, ETC.)]
- [SECURITY/CHECK-IN DETAILS] (if applicable)
- [SIGNED PAPERWORK] (if applicable)
- [ANY OTHER RELEVANT DETAILS]

If you have any questions, please let me know.

Best,

[EMAIL SIGNATURE]