



UNIVERSITY OF
TORONTO
MISSISSAUGA

Inquiring about status of interview:

Subject Line: Position Title

Dear: (Name of person with whom you have the interview or person who contacted you for interview)

Given the current situation with COVID-19, I am writing to inquire on the status of my interview with {name of organization and person}. Will this take place as scheduled in-person, or is there an option for a virtual interview? I am excited for the opportunity to speak with you, but want to follow any organizational guidelines put in place.

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

Sincerely,

(your name)
(Cel no.)