

Here is an example of an email to a site supervisor and alumni club contact person. Please choose which parts fit your situation and adapt the message to include your words and personality as you see fit.

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Dear (insert names of site supervisor and alumni contact person),

I am looking forward to the SSLP this summer with (name of site). My name is (insert name). I am a (insert class year) at Notre Dame majoring in (insert major) from (insert name of your hometown).

**DATES AND TRAVEL ARRANGEMENTS**

Before I make travel arrangements, I would like to confirm that the dates of the SSLP will be (insert dates from the site description form). I plan to arrive by (car, air, train, bus) and will need (directions if driving or to be picked up if taking other modes of transportation).

**Or**

Before I make travel arrangements, I would like to confirm the dates of the SSLP. You have listed many possible dates on the site description form and the best dates for me are (insert one of the blocks of eight consecutive weeks from the site description form). I plan to arrive by (car, air, train, bus) and will need (directions if driving or to be picked up if taking other modes of transportation).

**Or**

I will be living at home and commuting to the site each day. I would like to confirm the dates of the SSLP. You have listed many possible dates on the site description form and the best dates for me are (insert one of the blocks of eight consecutive weeks from the site description form).

**HOUSING**

I understand that the housing arrangements will be with (insert host families, at the site or whatever is on the site description form). Please let me know what I need to do in preparation for those arrangements.

**Or**

I am a local student and will be living at home during the SSLP. I know that I am responsible for my transportation to and from the site each day.

**SPECIAL REQUIREMENTS**

*(Check what is listed in the special requirements section of the site description form – confirm that you fulfill those requirements – such as that you have a car, can speak Spanish, will get the necessary immunizations, etc.)*

I am really looking forward to *(add what you would like)*

You can reach me at this email address, or if you would like to talk by phone, my number is: *(insert phone number)*

The best time to call me is *(insert a time of day or day of the week)*

Sincerely,