Team Secretary Communication Template (14)
Send an e-mail to the LCME Secretariat staff confirming you have uploaded the final report.

*Note: This communication is required and should be e-mailed to* *lcmesubmissions@aamc.org**.*

Dear LCME Secretariat Staff:

I have submitted my final report of the survey team and the team findings that visited the [SOM] on [DATE], as well as copies of all correspondence with [DEAN] regarding the draft report through the Secure Electronic File Transfer (SEFT). If you have any questions, I can be reached by at [###-###-####] or [name@provider.com].

Sincerely,

Team Secretary