Team Secretary Communication Template (10)
Send an e-mail to the LCME Secretariat staff confirming you have sent the 1st draft of your report to be reviewed.

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

Dear LCME Staff:

**Attached please find the submitted draft report and team findings of the survey team that visited the [SCHOOL NAME] on [DATE].**

After the LCME Secretariat has reviewed the report and findings and I receive your feedback, I will implement the Secretariat’s suggested revisions and send to [DEAN] and the team members for comment. I look forward to your guidance in editing the draft. I can be reached at [###-###-####] or [name@provider.com].

Sincerely,

Team Secretary