*This draft e-mail is designed to support the internal transmission of the* **AAMC Uniform Clinical Training Affiliation Agreement and Implementation Letter** *for review and edit by appropriate offices within an institution.*

(NAME of institution/office) wishes to create an affiliation agreement with (NAME OF INSTITUTION) in order to support the Visiting Student learning experiences of students. The attached draft implementation letter once reviewed and signed will allow students to move forward in confirming their rotation opportunities. Lengthy review periods or significant modifications may prevent students from obtaining their desired learning experiences.

The AAMC Uniform Clinical Training Affiliation Agreement is designed to:

* spell out roles and responsibilities between a medical education program and its clinical affiliates;
* comply with LCME accreditation standards;
* ensure an appropriate learning environment for the medical students;
* appropriately address institutional risk; and
* provide a consistent framework for managing an increasing number of students participating in clinical training away from their home institutions.

If you have any questions about the attached document or require further information, please contact me (CONTACT INFO) or search the [AAMC’s web page](https://www.aamc.org/professional-development/affinity-groups/gsa/clinical-training-affiliation-agreement).

Thank you for your immediate review.