



American University of the Caribbean  
School of Medicine

## Follow-up email template

Subject: Applicant with a Strong Interest in your Program

Dear Dr./Ms./Mr. (Include coordinator and program director):

I am writing to express my continued interest in your program.

**PARAGRAPH 1:**

*What about the program do you think you could most contribute to or learn from? (limit to 3-4 sentences)*

I recently read that your program is leading efforts to revamp the anti-contamination protocols for healthcare personnel. This is an application of medicine that I find fascinating and would love to learn more about. I have an extensive background in pathology and could be an asset to your team.

**PARAGRAPH 2:**

*Update on your missing documents, if any.*

I have received notice that my USMLE® Step II CS scores will be in by late November. I just wanted to follow up with you to see if that was causing a delay in the processing of my application. If there is any additional documentation that you wish to see, I would be happy to provide it. I would like to show my commitment to your program and present the best possible application so that I may join your team.

**PARAGRAPH 3:**

*Closing.*

Please feel free to contact me at your convenience. My contact information is below. Thank you for your consideration and I look forward to hearing from you.

Kind Regards,

Student/Graduate Name  
AAMC ID Number