April 30, 20..

Name of Program Director/Contact

Title,

University

Department

Address

Dear (Insert Name Here). ……:

The site team would like to take the opportunity to thank you, the faculty, the administration, and all involved with the (Insert program Name) at (Insert University Name) for the openness and candor displayed during our recent site visit on (Insert dates). The level of professionalism exhibited to the site team should be commended. As you recall, the purpose of the site team’s visit was to validate the Program’s Self-Study and to identify gaps between the ACPHA standards and actual practices in the Program.

At this juncture, the site team’s responsibilities are complete and all future correspondence should be with the ACPHA Office. The Office will send you an official letter via email detailing next steps along with the final Site Visit Report.

Sincerely,

(Insert Site Team Chair Name and contact information)

c: ACPHA [info@acphacommission.org](mailto:info@acphacommission.org)