

Thank you for watching this *'How to Under 2'* clip!

The template below is optional, but we encourage you to use it — it helps us keep our messaging about ACCME Standard 2 consistent across departments and divisions.

You can save this document when you need to send a message to an [Ineligible Company](#) representative regarding Standard 2. We've even included a direct hyperlink to the Standard for full transparency with your recipients. Before sending, please be sure to:

- Update the areas marked in red.
 - Change the font color back to black.
 - **CC the CME Office, cme@llu.edu when sending this email**
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Subject: Learner Data Request for [Activity Name]

Dear [Vendor Name],

Thank you for your request. Learner information (including attendance lists, emails, or other personal details) cannot be shared with ineligible companies unless each learner has provided explicit permission.

I am including the LLU CME Office on this email to answer any additional questions you may have and provide clarification as needed. To learn more, visit [ACCME Standard 2](#).

Thank you for your understanding.

Best regards,

[Your Signature]