

Responsible Party Identification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Billing Department or specific contact name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department or specific contact name],

I am writing to formally identify the responsible party for billing inquiries related to account number [Insert Account Number]. The responsible party is:

Name: [Insert Responsible Party's Name]

Address: [Insert Responsible Party's Address]

Contact Number: [Insert Responsible Party's Phone Number]

Email: [Insert Responsible Party's Email]

Please direct all billing inquiries and related correspondence to the responsible party listed above. Should you require any further information, feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]