

Responsible Party Identification Letter

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Institution/Organization Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To Whom It May Concern,

This letter serves to identify and confirm that [Responsible Party's Name], holding the position of [Title/Position], is the responsible party for the educational purposes related to [specific project, program, or initiative] at [Institution/Organization Name].

Responsibilities include but are not limited to:

- Oversight of educational program development
- Ensuring compliance with educational standards
- Coordination with relevant stakeholders
- Monitoring and evaluating educational outcomes

If you have any questions or require further information, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]