

Responsible Party Identification for Emergency Contacts

Date: [Insert Date]

To whom it may concern,

This letter serves to identify the responsible party for [Name of Individual] in the event of an emergency. The designated responsible party is as follows:

Responsible Party Details:

Name: [Full Name]

Relationship to Individual: [Relationship]

Contact Number: [Phone Number]

Email Address: [Email Address]

Address: [Complete Mailing Address]

Please feel free to reach out to the responsible party for any required information or assistance during an emergency concerning [Name of Individual].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]