

Responsible Party Identification for Financial Accountability

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

Dear [Recipient's Name],

This letter serves to formally identify the responsible parties related to [specific project or financial accountability context] for our records and to ensure clarity in financial management.

Responsible Party Information:

- **Name:** [Responsible Party Name]
- **Position:** [Position/Title]
- **Contact Information:** [Phone Number, Email Address]
- **Organization:** [Organization Name]

We appreciate your cooperation in maintaining accurate records and support in ensuring accountability. Should there be any changes or updates to the responsible parties, please notify us promptly.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]