

# Letter of Responsible Party Identification

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], am writing to formally identify myself as the responsible party in the matter of guardianship for [Name of Ward], born on [Date of Birth]. I reside at [Your Address].

I understand the responsibilities that come with this designation, including the duty to act in the best interest of [Name of Ward] and to ensure their well-being.

Should you require any further information or documentation to verify my identity or the guardian status, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Relationship to the Ward]