

# Responsible Party Identification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally identify the responsible party for the incident that occurred on [Insert Date of Incident] concerning [Brief Description of Incident].

The details are as follows:

- **Claim Number:** [Insert Claim Number]
- **Incident Date:** [Insert Date]
- **Responsible Party Name:** [Insert Name]
- **Contact Information:** [Insert Contact Information]
- **Insurance Company:** [Insert Insurance Company Name]
- **Policy Number:** [Insert Policy Number]

Attached are relevant documents to support this claim.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]