

Responsible Party Identification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to identify the responsible party for the management of the property located at:

[Property Address]

The responsible party for this property is:

Name: [Responsible Party Name]

Address: [Responsible Party Address]

Phone Number: [Responsible Party Phone Number]

Email: [Responsible Party Email]

Please direct all inquiries regarding property management to the responsible party listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]