

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Branch Manager

Axis Bank

[Branch Address]
[City, State, ZIP Code]

Subject: Request for KYC Document Update

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to request an update to my Know Your Customer (KYC) documents associated with my Axis Bank account. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Customer ID: [Your Customer ID, if applicable]

Due to [reason for updating KYC, e.g., change of address, change of name, etc.], I need to provide the following updated documents:

1. [List of documents, e.g., Aadhar Card, Utility Bill, etc.]
2. [Second document, if necessary]
3. [Third document, if necessary]

I kindly request you to guide me through the process of updating my KYC information and inform me if any further details are required.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]