

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

[Recipient Name]
[Recipient Title]

Financial Conduct Authority (FCA)

[Recipient Address]
[City, State, Zip Code]

Subject: Submission of Evidence - [Case/Reference Number]

Dear [Recipient Name],

I am writing to submit the evidence requested in relation to [brief description of the issue or case]. Attached to this letter, you will find the following documents:

1. [Document 1 Description]
2. [Document 2 Description]
3. [Document 3 Description]

Please let me know if any further information is required. I appreciate your attention to this matter and look forward to your response.

Thank you.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

Attachments: [List of attachments]