

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: KYC Document Update

Dear [Bank Manager's Name],
I hope this letter finds you well.

I am writing to formally request an update to my KYC (Know Your Customer) documents associated with my account (Account Number: [Your Account Number]). As part of the regulatory compliance process, I have gathered the necessary documentation to ensure my account information is current and accurate.

Enclosed are the following updated documents for your review:

1. [Document 1 - e.g., Updated ID Proof]
2. [Document 2 - e.g., Recent Utility Bill]
3. [Document 3 - e.g., Proof of Address]

Please let me know if any additional information or documents are required to complete this update process.

Thank you for your prompt attention to this matter. I look forward to your confirmation once my KYC is updated.

Sincerely,

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