

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

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

Subject: KYC Update Request

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

I am writing to request an update to my Know Your Customer (KYC) information as required by the bank. Please find the necessary documents attached for your reference.

Customer Information:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

I have included the following documents for the KYC update:

1. [List of Documents]
2. [List of Documents]
3. [List of Documents]

I kindly request you to process the update at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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