

[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 [Recipient's Name/Customer Service Team],
I hope this letter finds you well. I am writing to formally request an update to my Know Your Customer (KYC) information on file with [Bank Name].

Please find the updated documents attached for your review, which include:

1. A copy of my updated identification (e.g., passport, driver's license)
2. Proof of address (e.g., utility bill, lease agreement)
3. Any additional required documents

I understand the importance of keeping my KYC information accurate and up-to-date. Please let me know if there are any further requirements or if additional documentation is needed.

Thank you for your assistance in this matter. I look forward to your prompt confirmation of the update.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Account Number or Customer ID (if applicable)]