

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

Dear [Bank Manager's Name],

Subject: KYC Compliance for Account Number [Your Account Number]

I am writing to comply with the Know Your Customer (KYC) regulations concerning my account with [Bank Name]. As part of the regulatory requirements, I would like to provide the necessary documentation to ensure my account remains active and compliant.

Enclosed with this letter are the following documents:

1. A copy of my government-issued ID (e.g., passport, driver's license)
2. Proof of address (e.g., utility bill, lease agreement)
3. [Any additional documents if required]

Please let me know if there are any further requirements or forms that need my attention. I appreciate your assistance in this matter and look forward to your confirmation of receipt of these documents.

Thank you for your attention to this important compliance issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]