

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

[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Dear [Bank's KYC Officer or Relevant Department],

Subject: KYC Update Request

I hope this letter finds you well. I am writing to formally request an update to my Know Your Customer (KYC) information held by [Bank's Name]. As a valued customer, I understand the importance of maintaining up-to-date records in compliance with regulatory requirements.

Please find below my current information on file, along with the details that require updating:

****Current Information:****

- Name: [Your Full Name]
- Account Number: [Your Account Number]
- Address: [Your Current Address]
- Date of Birth: [Your Date of Birth]

****Updated Information:****

- New Address: [Your New Address]
- [Any other updated details, such as phone number, email, employment information, etc.]

For your records, I have enclosed copies of the following documents to support my request:

1. [List of enclosed documents, e.g., utility bill, government-issued ID, etc.]
2. [Any additional documentation as required]

I kindly request that you process my KYC update at your earliest convenience. Please confirm once my details have been updated or if you require any further information or documentation.

Thank you for your attention to this matter. I appreciate your prompt assistance and look forward to your confirmation.

Sincerely,

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