

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

Dear [Bank Manager's Name or "To Whom It May Concern"],

Subject: KYC Verification Documents Submission

I am writing to submit my documents for the Know Your Customer (KYC) verification process as required by [Bank Name]. Enclosed with this letter, you will find the necessary documents outlined in your recent communication.

The attached documents include:

1. A copy of my government-issued ID (passport/driver's license)
2. Proof of address (utility bill/bank statement)
3. Additional identification (if applicable)

Please let me know if you require any further information or additional documents for the KYC verification process. I appreciate your assistance and look forward to your confirmation of the successful completion of my KYC registration.

Thank you for your attention to this matter.

Sincerely,

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