

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

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

Dear [Recipient's Name],

Subject: KYC Documentation Submission

I am writing to submit my Know Your Customer (KYC) documentation as requested. Enclosed with this letter are the necessary documents to verify my identity and fulfill the bank's regulatory requirements.

The enclosed documents include:

1. Copy of [Government-issued ID]
2. Proof of Address (e.g., Utility Bill, Lease Agreement)
3. [Any other relevant document]

Please let me know if any additional information or documentation is required. I appreciate your attention to this matter and look forward to your confirmation of receipt.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]