

[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 Manager's Name],

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 as per the regulatory requirements.

My details are as follows:

- Name: [Your Full Name]
- Account Number: [Your Account Number]
- Address: [Your Current Address]
- Contact Number: [Your Contact Number]

Attached to this letter are the necessary documents required for the KYC update, including:

1. [Document 1 - e.g., Proof of Identity]
2. [Document 2 - e.g., Proof of Address]
3. [Any other relevant documents]

I kindly ask you to process this update at your earliest convenience.

Please confirm once my KYC details have been successfully updated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]