

[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: Submission of KYC Documentation

I am writing to submit my KYC (Know Your Customer) documentation as requested. In compliance with the bank's requirements, I have attached the following documents for your review:

1. ****Identification Documents****:
 - Copy of [Passport/National ID/Driver's License]
 - Copy of [Secondary ID]
2. ****Address Proof****:
 - Utility bill dated [date]
 - Lease agreement (if applicable)
3. ****Photographs****:
 - Recent passport-sized photographs
4. ****Additional Documentation**** (if necessary):
 - [Any other relevant documents, e.g., income proof, employment letter]

I understand the importance of these documents in ensuring compliance with regulatory requirements and safeguarding the bank's integrity. I appreciate your attention to this matter and look forward to your confirmation of receipt.

Please feel free to reach out to me via email or phone should you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]