

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for KYC Amendments

I am writing to formally request amendments to my KYC (Know Your Customer) documentation on record with [Company Name].

**\*\*Current Information:\*\***

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

**\*\*Amendment Details:\*\***

- New Information:
  - [Type of change, e.g., updated address, new identification document]
- Supporting Documents:
  - [List of documents attached, e.g., proof of address, identification]

I understand the importance of maintaining accurate records and appreciate your assistance in processing this request. I have included all necessary documentation for your review.

Please let me know if you require any further information or clarification. I look forward to your prompt response regarding the status of my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]