

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

Dear [Bank Manager's Name],

Subject: Request for KYC Update

I am writing to formally request an update to my Know Your Customer (KYC) information associated with my bank account, [Account Number]. As per the bank's requirements, I understand the importance of keeping personal and financial information up to date.

Please find enclosed the relevant documents to facilitate this update, including:

- [List of documents, e.g., proof of identity, proof of address, etc.]

I appreciate your attention to this matter and look forward to your confirmation once my KYC details have been successfully updated.

Thank you for your assistance.

Sincerely,

[Your Name]