

[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 Documents

I am writing to submit my Know Your Customer (KYC) documentation as requested by [Bank Name]. Please find attached the necessary documents to verify my identity and address as part of the KYC compliance process.

The enclosed documents include:

1. [List of documents, e.g., Copy of ID, Utility Bill, etc.]
2. [Any other relevant documents]

I understand the importance of maintaining compliant records and appreciate your attention to this matter. Should you require any further information or additional documents, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]