

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

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: KYC Update Request

Dear [Bank Manager's Name],

I am writing to formally request an update to my Know Your Customer (KYC) details as part of your bank's compliance procedures.

Please find enclosed the required documents to facilitate the update process:

1. [List of documents, e.g., identification proof, address proof, etc.]
2. [Any other relevant documents]

I would appreciate it if you could confirm receipt of this request and inform me of any additional documentation you might need.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Account Number]