

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update to my Know Your Customer (KYC) information as required by your institution. My name is [Your Full Name], and my account number is [Your Account Number]. I wish to ensure that my records are current and comply with the necessary regulations. To facilitate this, I have attached the required documentation as per your guidelines.

Please let me know if you need any additional information or further documentation. I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,  
[Your Name]