

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

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

Subject: Request for KYC Update

Dear [Bank Manager's Name/ Customer Service],  
I hope this message finds you well. I am writing to request an update to my Know Your Customer (KYC) details associated with my bank account, [Your Account Number].

Due to [reason for KYC update, e.g., change of address, updated identification, etc.], I need to provide the following documents for verification:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please let me know if any additional information or documentation is required. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]