

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

Dear [Recipient Name],

Subject: KYC Update Request

I hope this letter finds you well. I am writing to formally update my Know Your Customer (KYC) information as required by [Bank Name].

Enclosed with this letter are the requisite documents for your review, including:

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

Please let me know if any additional information or documentation is required to complete this process.

Thank you for your attention to this matter. I look forward to your prompt confirmation of the update.

Sincerely,

[Your Name]