

[Your Company's Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Subject: Confirmation of KYC Information

Dear [Customer's Name],

We are writing to confirm that we have received your Know Your Customer (KYC) information as part of our compliance requirements. Your submission is essential in helping us ensure the security and integrity of our services.

The details we have on file for you are as follows:

- Full Name: [Customer's Full Name]
- Date of Birth: [Customer's Date of Birth]
- Address: [Customer's Address]
- Email: [Customer's Email Address]
- Phone Number: [Customer's Phone Number]

If any of the above information is incorrect or if you need to update your details, please contact us at [Company's Contact Information] or reply to this email.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company's Contact Information]

[Company's Website]