

[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]

Subject: KYC Verification Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the completion of my Know Your Customer (KYC) verification process as part of my account with [Company's Name], account number [Your Account Number].

In order to facilitate this process, I have attached the required documents, including a valid identification proof, address proof, and any other necessary documents as per your guidelines.

I appreciate your prompt attention to this matter and look forward to your confirmation once my KYC verification has been completed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]