

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: KYC Compliance Verification

Dear [Recipient Name],

We are writing to inform you that your KYC (Know Your Customer) documentation has been received and is currently under review. As part of our commitment to comply with regulatory requirements, we require the following information/documents to complete the verification process:

1. ****Proof of Identity****: [Specify documents required, e.g., Passport, Driver's License]

2. ****Proof of Address****: [Specify documents required, e.g., Utility Bill, Bank Statement]

3. ****Additional Information****: [Any other specific requirements]

Please ensure that the documents submitted are clear and legible. You can send the required documents to [email address or physical address].

Once we receive the requested information, we will expedite the review process and notify you of the outcome within [time frame, e.g., 5-7 business days]. If you have any questions or need further assistance, please do not hesitate to contact us at [contact number] or [email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

[Company Website]