

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: KYC Documentation Request

We hope this letter finds you well. As part of our commitment to compliance with regulatory requirements and to ensure the integrity of our business relationship, we kindly request your cooperation in providing the necessary Know Your Customer (KYC) documentation.

The following documents are required:

1. Certificate of Incorporation
2. Business License
3. Company Registration Documents
4. List of Directors and Beneficial Owners
5. Recent Financial Statements
6. Proof of Business Address

Please ensure that all documents are current and clearly visible. If any of the documents are in a foreign language, kindly provide certified translations.

We appreciate your prompt attention to this matter and request that the documents be submitted by [Submission Deadline Date]. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email Address]

[Your Phone Number]