

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: KYC Verification for Account Setup

Dear [Recipient Name],

We are pleased to inform you that we have received your application for account setup with [Your Company Name]. As part of our commitment to adhering to regulatory standards and ensuring the security of our services, we require your KYC (Know Your Customer) verification to complete your account setup process.

Please provide the following documents:

1. A valid government-issued photo ID (e.g., passport, driver's license)
2. Proof of address (e.g., utility bill, bank statement) not older than three months
3. [Any additional documents required]

You may submit these documents via [email/secure portal/etc.] to ensure your information is processed securely. Kindly ensure that all documents are clear and legible for prompt verification.

Once we receive and verify your documents, we will notify you of the successful activation of your account. If you have any questions, please feel free to contact our support team at [support email/phone number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]