

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: KYC Verification Request

I hope this message finds you well. I am writing to formally request the initiation of my Know Your Customer (KYC) verification process for my account with [Company Name].

To assist in this process, please find attached the necessary documents as per your KYC policy:

1. A government-issued photo ID (e.g., passport, driver's license)
2. Proof of address (e.g., utility bill, bank statement)
3. Any additional documentation required

Please let me know if there are any further documents or information needed for the completion of my verification. I would appreciate your prompt attention to this matter and look forward to your confirmation once my KYC is successfully processed.

Thank you for your cooperation.

Sincerely,

[Your Name]