

[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]

Dear [Recipient's Name],

Subject: KYC Onboarding Documentation

I hope this message finds you well.

I am writing to complete the Know Your Customer (KYC) onboarding process as required by your institution. Please find attached the necessary documentation for your review:

1. Copy of Government-issued ID
2. Proof of Address (Utility Bill/Bank Statement)
3. Recent Photographs
4. Completed KYC Form

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Position/Title (if applicable)]