

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for KYC Verification

I hope this letter finds you well. I am writing to formally request the completion of my Know Your Customer (KYC) verification process. My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

I understand the importance of KYC in maintaining regulatory compliance and ensuring the security of all customers. I have attached the required documents for your review:

1. [Specify Document 1]
2. [Specify Document 2]
3. [Specify Document 3]

Please let me know if any additional information or documentation is needed to expedite this process. I appreciate your prompt attention to this matter and look forward to your confirmation once my KYC verification is completed.

Thank you for your assistance.

Sincerely,

[Your Name]