

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: KYC Verification Process

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide the necessary documentation required for the Know Your Customer (KYC) verification process as part of [specify service or account, if applicable].

Enclosed, please find the following documents:

1. A copy of my government-issued ID
2. Proof of address (e.g., utility bill or bank statement)
3. [Any other required documents]

Please let me know if you require any additional information or further documentation to complete the verification process. I appreciate your assistance and look forward to your prompt confirmation of my KYC verification status.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]