

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for KYC Compliance Documentation

We hope this letter finds you well. As part of our commitment to adhering to regulatory requirements and ensuring the integrity of our operations, we are updating our records to comply with Know Your Customer (KYC) regulations.

We kindly request you to provide the following documents to facilitate our KYC compliance:

1. A copy of your government-issued ID (e.g., passport, driver's license).
2. Proof of address (e.g., utility bill, bank statement).
3. Any other relevant documentation that supports your identity and address.

Please submit the required documents by [specific deadline, e.g., MM/DD/YYYY] to ensure uninterrupted service. Your cooperation in this matter is greatly appreciated.

If you have any questions or require further assistance, please do not hesitate to contact us at [your contact number] or [your email address].

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]