

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: KYC Identity Verification

I hope this letter finds you well.

I am writing to formally submit the necessary documentation to complete my Know Your Customer (KYC) identity verification process as required by [Company Name]. Please find attached the following documents for your review:

1. A government-issued photo ID (e.g., passport, driver's license)
2. A recent utility bill or bank statement as proof of address
3. Any additional documents as specified in your request

I appreciate your prompt attention to this matter and look forward to your confirmation of my identity verification. Should you require any further information or additional documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]