

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of KYC Documentation

I am writing to submit my Know Your Customer (KYC) documentation as requested by [Company Name]. Please find the required documents attached for your review:

1. Copy of Government-issued ID (Passport/Driver's License)
2. Proof of Address (Utility Bill/Bank Statement)
3. [Any additional documents if required]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]