

[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: Follow-Up on KYC Application

I hope this letter finds you well. I am writing to follow up on my KYC application that I submitted on [Date of Submission]. I wanted to inquire about the status of my application and if you require any additional information or documentation from my side.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position (if applicable)]
[Your Company (if applicable)]