

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: KYC Application for Business Account

I am writing to formally submit our Know Your Customer (KYC) application for our business account with [Bank Name]. As part of the due diligence required, we have compiled the necessary documentation to ensure compliance with all regulatory standards.

Enclosed, please find the following documents:

1. Certificate of Incorporation
2. Business License
3. Tax Identification Number (TIN)
4. Identification documents of authorized signatories
5. Company's Memorandum and Articles of Association
6. Recent Financial Statements
7. Proof of business address

We appreciate your attention to this matter and are committed to providing any additional information you may need. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in processing our KYC application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]