

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

[Exchange Name]
[Exchange Address]
[City, State, ZIP Code]

Subject: KYC Application Submission

Dear [Exchange Name] Team,

I am writing to submit my Know Your Customer (KYC) application in compliance with your requirements for trading on your platform. Please find attached the necessary documents for your verification process.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address: [Your Residential Address]

****Attached Documents:****

1. Government-issued photo ID (e.g., Passport, Driver's License)
2. Proof of Address (e.g., Utility Bill, Bank Statement)
3. Additional documents as required (e.g., Tax Identification Number)

I understand the importance of these procedures and affirm that all the information provided is accurate and true. Please do not hesitate to contact me via the details above should you require any additional information or clarification.

Thank you for your attention to this matter. I look forward to your prompt processing of my application.

Sincerely,
[Your Name]