

[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 Application

I am writing to submit my application for the Know Your Customer (KYC) verification as required by [Company Name].

Please find attached the necessary documents required for the verification process:

1. A copy of my government-issued ID (e.g., Passport, Driver's License)
2. A recent utility bill or bank statement (dated within the last 3 months) as proof of residence
3. [Any other required documents]

I understand the importance of compliance in your operations and assure you of my complete cooperation in providing any additional information if needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]