

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

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

Subject: Request for KYC Application

Dear [Recipient's Name],

I am writing to formally request the KYC (Know Your Customer) application for [specific purpose, e.g., opening a bank account, investment, etc.]. Please find my details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address: [Your Current Address]
- Identification Document: [Type of Document, e.g., Passport, ID] - [Document Number]

I understand that the information provided will be used in compliance with all applicable regulations. I am happy to furnish any additional documents or information that may be required during this process. Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

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