

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

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

Dear [Recipient's Name],

Subject: Inquiry Regarding KYC Application Status

I hope this letter finds you well. I am writing to inquire about the status of my KYC (Know Your Customer) application, which I submitted on [Date of Submission]. My application reference number is [Your Application Reference Number].

I understand that processing times may vary, and I appreciate your efforts in attending to my application. However, I would greatly appreciate any updates you could provide regarding its current status. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]