

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: KYC Application Supporting Documentation

We are writing to you regarding the Know Your Customer (KYC) application submitted for [Customer/Entity Name]. To assist in the processing of this application, we are providing the following supporting documentation:

1. **\*\*Proof of Identity\*\***

- [Description of document, e.g., Government-issued ID, Passport]

2. **\*\*Proof of Address\*\***

- [Description of document, e.g., Utility bill, Bank statement]

3. **\*\*Business Registration Documents\*\*** (if applicable)

- [Description of documents, e.g., Articles of Incorporation, Business License]

4. **\*\*Tax Identification Number\*\***

- [Description or mention of enclosed document]

5. **\*\*Other Relevant Documents\*\***

- [List any other documents being provided]

Please let us know if any additional information or documentation is required. We appreciate your prompt attention to this matter and look forward to your confirmation of receipt.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]