

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

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

Subject: KYC Letter of Intent

Dear [Recipient's Name],

I am writing to express my intent to comply with the Know Your Customer (KYC) requirements set forth by [Company/Institution Name]. As a prospective [client/customer/investor], I understand the importance of providing accurate and complete information as part of the onboarding process.

I hereby acknowledge my commitment to submitting the necessary documents and information required for the KYC procedures, including but not limited to:

1. A government-issued identification (e.g., passport or driver's license)
2. Proof of address (e.g., utility bill or bank statement)
3. Relevant financial information (if applicable)

I am prepared to provide any additional information or documentation as needed to facilitate the process. My objective is to ensure full compliance with all legal and regulatory requirements associated with our potential relationship.

Thank you for your attention to this matter. I look forward to your guidance on the next steps in the KYC process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]