

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: KYC Verification Confirmation

Dear [Recipient Name],

We are writing to confirm that we have successfully completed the Know Your Customer (KYC) verification for your account with [Your Company Name].

****Client Information:****

- Full Name: [Client's Full Name]
- Date of Birth: [Client's Date of Birth]
- Address: [Client's Address]
- Account Number: [Client's Account Number]

The verification process included the following:

- Identity Proof: [e.g., Passport, Driver's License]
- Address Proof: [e.g., Utility Bill, Bank Statement]
- Additional Documentation: [Any additional documents submitted]

We appreciate your cooperation in providing the necessary documentation. Your account is now fully verified, and you can enjoy uninterrupted services.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]

[Company Website]