

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Subject: Request for KYC Verification

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the KYC (Know Your Customer) verification for my account with [Company Name].

Please find below the required information for your reference:

- Full Name: [Your Full Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- ID Proof: [Type of ID and number, e.g., Passport, Driver's License]

Please let me know if you require any additional documentation or information to facilitate this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]