

[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]

Dear [Recipient's Name],

Subject: Submission of KYC Application

I hope this message finds you well.

I am writing to formally submit my KYC (Know Your Customer) application as required by [Company Name]. Please find the necessary documents attached for your review.

The documents included are:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Should you require any additional information or further documentation, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company, if applicable]