

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

[Bank Name]
[Bank Branch]
[Bank Address]
[City, State, ZIP Code]

Subject: KYC Application

Dear [Bank Manager's Name],

I am writing to submit my Know Your Customer (KYC) application in accordance with the regulatory requirements of [Country/Region]. Please find enclosed the required documents for your review:

1. ****Proof of Identity****: [e.g., passport, national ID]
2. ****Proof of Address****: [e.g., utility bill, lease agreement]
3. ****Passport-sized Photograph****
4. ****Any Additional Document****: [if applicable]

I confirm that the information provided is true and accurate to the best of my knowledge. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]