

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: KYC Compliance Verification

We hope this letter finds you well. As part of our ongoing commitment to adhere to regulatory requirements and maintain the highest standards of compliance, we are conducting a Know Your Customer (KYC) verification for our records.

To complete this process, we kindly request that you provide the following documentation:

1. A government-issued photo ID (e.g., passport, driver's license)
2. Proof of address (e.g., utility bill, bank statement) dated within the last three months

Please submit the required documents to us by [deadline date] to ensure a seamless continuation of your services. You may send the documents via email at [email address] or by mail to the address mentioned above.

If you have any questions or require further assistance, please do not hesitate to contact us at [phone number] or [email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]