

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: KYC Document Submission

I hope this letter finds you well. I am writing to submit the necessary documents required for the Know Your Customer (KYC) process in compliance with your organization's regulatory requirements.

Please find attached the following documents:

1. A copy of my government-issued photo ID
2. Proof of address (utility bill/bank statement)
3. [Any other required documents]

I kindly request you to confirm the receipt of these documents and let me know if any further information is needed to complete my KYC process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]