

[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],

I am writing to formally submit my application for the Know Your Customer (KYC) verification as required by [Company/Organization Name].

Attached are the necessary documents to complete my application, including:

- A copy of my government-issued ID
- Proof of address
- [Any other required documents]

I appreciate your timely attention to this matter and look forward to your confirmation of receipt.

Thank you for your assistance.

Sincerely,
[Your Name]