

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Corporate Know Your Customer (KYC) Application

We are writing to submit our corporate KYC application in compliance with your regulatory requirements. Attached to this letter are all necessary documents and information as stipulated in your KYC guidelines.

Company Information:

- Company Name: [Your Company Name]
- Registration Number: [Company Registration Number]
- Address: [Company Address]
- Nature of Business: [Brief Description of Business Activities]

Key Contact Information:

- Name: [Primary Contact Name]
- Title: [Primary Contact Title]
- Phone: [Primary Contact Phone Number]
- Email: [Primary Contact Email Address]

Attached Documents:

1. Certificate of Incorporation
2. Corporate By-Laws
3. Identification Documents of Directors/Beneficial Owners
4. Proof of Address
5. Business License

We understand the importance of regulatory compliance and are committed to providing accuracy and transparency in all our dealings. Please feel free to contact us if you require further information or clarification. Thank you for your attention to this matter. We look forward to your prompt review and approval of our KYC application.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]