

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Application for Know Your Customer (KYC) Compliance

Dear [Bank Manager's Name],

I am writing to submit my application for the Know Your Customer (KYC) process as required by your bank. Below are my details for your review:

**\*\*Personal Information\*\***

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Nationality: [Your Nationality]  
Occupation: [Your Occupation]

**\*\*Contact Information\*\***

Address: [Your Address]  
Phone Number: [Your Phone Number]  
Email Address: [Your Email Address]

**\*\*Documentation\*\***

I have attached the following documents for your reference:

1. A copy of my government-issued ID (passport/driving license)
2. Proof of address (utility bill/rental agreement)
3. Recent bank statement

Please let me know if you require any additional information or documentation. I appreciate your assistance with this matter.

Thank you for your attention. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]