

[Your Full Name / Company Name]  
[Your Account Number]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name or Department]  
[Financial Institution Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Update of Customer Information (KYC)**

Dear Sir/Madam,

I am writing to formally notify you of a change in my personal/business information associated with the account(s) listed below. Please update your records for compliance with Know Your Customer (KYC) regulations.

**Account Number(s):** [List Account Numbers]

**Updated Information:**

- **Previous [Address/Name/Phone]:** [Old Information]
- **New [Address/Name/Phone]:** [New Information]
- **Effective Date:** [Date of Change]

I have attached the following supporting documents as proof of this change:

- [List Document 1, e.g., Utility Bill]
- [List Document 2, e.g., Government ID]

Please confirm once these changes have been processed in your system. If you require any additional documentation or further clarification, please contact me at [Phone Number] or [Email].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]