

[Your Full Name]
[Your Account Number]
[Your Phone Number]
[Your Email Address]
[Date]

To,
The Branch Manager / KYC Department
[Bank Name]
[Branch Address/Digital Banking Division]

Subject: Update of Know Your Customer (KYC) Details

Dear Sir/Madam,

I am writing to request an update to my KYC information for my digital banking account mentioned above. Due to a recent change in my personal details, I would like to update the following information in your records:

- **Updated Address:** [New Residential Address]
- **Updated Mobile Number:** [New Phone Number]
- **Updated Email ID:** [New Email Address]
- **Updated Employment/Income Details:** [New Details if applicable]

I have attached self-attested copies of the following documents as proof for these changes:

- [Name of Identity Proof, e.g., Passport/ID Card]
- [Name of Address Proof, e.g., Utility Bill/Lease Agreement]

Please update these details in your system at the earliest to ensure uninterrupted access to my digital banking services. Kindly confirm once the update has been processed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]
[Your Full Name]