

[Your Name / Entity Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name / Compliance Department]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Subject: Submission of Know Your Customer (KYC) Compliance Documents

Dear [Recipient Name or Compliance Officer],

I am submitting the required Know Your Customer (KYC) documentation in relation to [Account Number / Application Reference / Business Relationship].

As requested, please find the following documents attached for your review and verification:

- Copy of Government-Issued Photo Identification (Passport/Driver's License)
- Proof of Address (Utility Bill/Bank Statement dated within the last 3 months)
- Tax Identification Number / Social Security Number documentation
- [Additional Document Name, e.g., Certificate of Incorporation]
- [Additional Document Name, e.g., Proof of Wealth/Funds]

I confirm that all information provided is true, accurate, and reflects my current status. Should you require any further documentation or clarification to complete the verification process, please contact me via [phone number] or [email address].

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]