

Date: [Insert Date]

To: [Compliance Officer Name / Department Name]

[Institution Name]

[Branch/Address]

Subject: Request for Waiver of KYC Discrepancies - [Applicant Name]

Dear [Name of Recipient],

I am writing to formally request a waiver regarding specific discrepancies identified during the Know Your Customer (KYC) verification process for the following applicant:

- **Applicant Name:** [Full Name]
- **Application/Account Number:** [Reference Number]
- **Nature of Discrepancy:** [e.g., Name mismatch on documents, Address variation, Outdated ID]

The reason for this request is as follows: [Provide a brief explanation, e.g., Marriage certificate clarifies name change / Government delay in issuing new ID / Proof of residence is under a spouse's name].

To mitigate any perceived risk, I have attached the following supplementary documents for your review:

- [Document 1]
- [Document 2]

We believe that these additional records provide sufficient evidence to verify the identity and legitimacy of the applicant despite the noted discrepancies. We request your approval to proceed with the onboarding process.

Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title/Department]