

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

[Date]

[Bank Name]
[Department Name, e.g., Compliance Department]
[Bank Address]
[City, State, Zip Code]

RE: Identity Verification for Account Number: [Your Account Number]

To Whom It May Concern,

I am writing in response to your request dated [Date of Request Letter] regarding the mandatory identity verification and compliance update for my bank account referenced above.

In accordance with your requirements and applicable "Know Your Customer" (KYC) regulations, I have enclosed the following documents to verify my identity and residential address:

- A certified copy of my [Type of ID, e.g., Passport or Driver's License].
- A recent utility bill or bank statement (dated within the last 3 months) as proof of address.
- [List any additional requested documents, e.g., Tax Identification Number].

I confirm that the information provided is true and accurate. Please update your records accordingly to ensure that my account remains in good standing and that there are no interruptions to my banking services.

If you require any further documentation or information to complete this compliance review, please contact me directly at [Your Phone Number] or via email at [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]