

[Your Organization's Letterhead]

[Date]

[Compliance Officer Name/KYC Department]

[Financial Institution Name]

[Street Address]

[City, State, Zip Code]

RE: Request for KYC Exemption - Domestic Municipal Body

Dear [Contact Person Name or Compliance Department],

I am writing on behalf of [Name of Municipal Body] to formally request an exemption from certain Know Your Customer (KYC) documentation requirements in relation to our [Account Number/Application Reference].

As a domestic municipal body, [Name of Municipal Body] is a public authority established under [Reference Local/State Statute or Constitution]. We operate as a non-profit government entity funded by public tax revenue and governed by elected/appointed public officials.

Under [Applicable Law/Regulation, e.g., Anti-Money Laundering Regulations], domestic government agencies and municipal bodies are frequently classified as low-risk entities. We believe we qualify for simplified due diligence or specific exemptions based on the following:

- **Public Status:** We are a recognized governmental subdivision of [State/Province/Country].
- **Transparency:** Our financial records and organizational structures are matters of public record and subject to periodic government audits.
- **Regulatory Oversight:** We are governed by strict public procurement and financial management laws.

In lieu of standard private corporate documentation (such as Articles of Incorporation or Beneficial Ownership forms), we have enclosed the following supporting documents:

- [Document 1: e.g., Official Gazette Notification or Charter]
- [Document 2: e.g., Letter of Appointment for Authorized Signatories]
- [Document 3: e.g., Proof of Tax Exempt Status/Tax ID]

Please review this request and advise if any further information is required to finalize our account status. We appreciate your assistance in streamlining this process.

Sincerely,

[Signature]

[Printed Name]

[Title/Office]
[Phone Number]
[Email Address]