

[Your Company Letterhead]

[Date]

[Compliance Officer Name/KYC Department]

[Financial Institution Name]

[Address]

[City, State, Zip Code]

Subject: Request for KYC Requirement Exemption - Account Number(s): [Account Number(s)]

Dear [Contact Person Name or Compliance Team],

We are writing to formally request a partial exemption or simplified due diligence process regarding the upcoming Know Your Customer (KYC) refresh for [Your Company Name].

Our organization has maintained a continuous and transparent banking relationship with [Financial Institution Name] since [Year of Account Opening]. Given our long-standing history as an established corporate client, we request this exemption based on the following factors:

- **Long-Term Relationship:** We have been an active client for [Number] years with a consistent transaction profile and no history of compliance breaches.
- **Publicly Traded Status / Regulation:** [Your Company Name] is a [publicly traded company listed on the XYZ exchange / regulated entity under XYZ authority], and is already subject to rigorous public disclosure and regulatory oversight.
- **Unchanged Ownership Structure:** We certify that there have been no material changes to our Ultimate Beneficial Ownership (UBO), corporate structure, or principal business activities since our last full KYC filing on [Date of last filing].
- **Low-Risk Nature:** Our business operations remain concentrated in [Industry/Sector], and our primary jurisdictions of operation remain [List Countries].

In lieu of a full documentation overhaul, we have attached our most recent [Annual Report/Certificate of Incumbency] and a current list of authorized signatories. We believe these documents, combined with our historical data already on file, are sufficient to meet current regulatory obligations.

We remain committed to full compliance and are happy to provide specific documentation should you identify any high-risk gaps that necessitate further review. Please inform us if this request for simplified due diligence is approved or if further clarification is required.

Thank you for your continued partnership.

Sincerely,

[Signature]

[Printed Name]

[Title/Position, e.g., CFO or General Counsel]

[Your Company Name]