

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

[Name of Contact Person, if known]  
[Name of Government Authority]  
[Department/Division]  
[Authority Address]  
[City, State, Zip Code]

**Subject: Formal Request for Exemption from Know Your Customer (KYC) Policy Requirements**

Dear [Contact Person Name or Department Head],

I am writing to formally request an exemption from the Know Your Customer (KYC) policy requirements currently applicable to [Your Name/Organization Name] under [Regulation/Law Name, if known].

The grounds for this exemption request are as follows:

- **Nature of Entity:** [Explain if you are a government-linked entity, a low-risk non-profit, or a specific type of legal person.]
- **Low Risk Profile:** [Describe why the activities do not pose a risk for money laundering or terrorist financing.]
- **Existing Oversight:** [Detail any other regulatory bodies that already provide sufficient oversight or verification.]
- **Operational Constraints:** [Explain the specific hardship or practical impossibility of meeting the standard KYC requirements.]

We are prepared to provide alternative documentation or adhere to simplified due diligence measures that fulfill the intent of the regulation without the burden of the standard KYC process.

Attached to this letter are [List any supporting documents, e.g., certificates of incorporation, financial audits, or legal opinions] to support our request.

Thank you for your time and consideration of this matter. I look forward to your favorable response. Please contact me if you require any further information.

Sincerely,

[Signature]

[Your Printed Name]  
[Your Title/Position]