

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Compliance Department]
[Financial Institution Name]
[Financial Institution Address]
[City, State, Zip Code]

Subject: Request for KYC Policy Exemption - [Your Company Name]

Dear [Recipient Name or Compliance Officer],

We are writing to formally request an exemption from certain requirements of your Know Your Customer (KYC) policy regarding [Account Number/Service Type].

As a regulated financial institution, [Your Company Name] is subject to comprehensive Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) regulations under [Name of Regulatory Body/Jurisdiction]. Our license/registration number is [Insert Number].

We request this exemption based on the following grounds:

- **Regulated Status:** We are subject to statutory AML/KYC obligations equivalent to those of your institution.
- **Low Risk Profile:** The nature of our business and the transactions involved present a low risk for financial crime.
- **Supervisory Oversight:** We undergo regular independent audits and regulatory examinations.

In support of this request, we have attached our Certificate of Incorporation, evidence of our regulatory standing, and our AML Policy Summary. We confirm that we perform full due diligence on our own customers and maintain all required records.

Please let us know if additional documentation is required to process this request. We look forward to your favorable response.

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title, e.g., Chief Compliance Officer]
[Contact Information]