

[Company Letterhead]

[Date]

To: [Administrative Agent Name]  
[Address]  
[City, State, Zip Code]  
Attention: [Department/Contact Person]

**RE: KYC Policy Exemption Request - [Project/Loan Facility Name]**

Dear [Contact Name],

In connection with our participation in the syndicated loan facility for [Borrower Name], dated [Date of Credit Agreement], [Your Institution Name] (the "Participant") hereby formally requests a policy exemption regarding the following Know Your Customer (KYC) / Anti-Money Laundering (AML) documentation requirements:

**1. Description of Required Information:**

[Specify the exact document or data point required by the Agent, e.g., Beneficial Ownership details of a specific parent entity].

**2. Reason for Exemption Request:**

[Provide detailed justification, e.g., Conflict with local privacy laws, Publicly traded status on a major exchange, Government-owned entity status, or equivalent regulatory oversight].

**3. Alternative Verification Provided:**

In lieu of the requested information, we have attached [List alternative documents, e.g., Certificate of Incorporation, Annual Report, or Regulatory License] to satisfy the underlying compliance objectives.

**4. Representations:**

The Participant represents that it is a regulated financial institution subject to AML/KYC regulations in [Jurisdiction] and maintains internal controls consistent with the FATF recommendations. We confirm that the granting of this exemption will not cause the Participant to be in violation of applicable laws.

We request your written approval of this exemption or a waiver of the specific requirement to facilitate the [Closing/Funding/Transfer] of the participation interest.

Sincerely,

[Signature]  
[Name of Authorized Signatory]  
[Title]  
[Your Institution Name]