

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: BN Number Request

I hope this letter finds you well. I am writing to request the BN number for [provide context or purpose for the request].

[Provide any necessary details or background information related to your request.]

I appreciate your assistance with this matter. Please let me know if you require any additional information.

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]