

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for the Bank Verification Number (BVN) as required by your institution. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Phone Number: [Your Phone Number]
- Email: [Your Email Address]

I understand the importance of having a BVN and am eager to comply with all necessary requirements. Enclosed with this letter are copies of my identification and any additional documentation required for the application process.

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]