

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

The Director  
Bank Verification Number (BVN) Office  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Bank Verification Number (BVN)

I am writing to formally request the issuance of my Bank Verification Number (BVN). My details are as follows:

- \*\*Full Name:\*\* [Your Full Name]
- \*\*Date of Birth:\*\* [Your Date of Birth]
- \*\*Address:\*\* [Your Residential Address]
- \*\*Phone Number:\*\* [Your Phone Number]
- \*\*Email Address:\*\* [Your Email Address]

I have opened an account with [Bank Name] and wish to complete the verification process to ensure the security of my banking details. I understand the importance of having a BVN and appreciate your assistance in this matter.

Enclosed are copies of my identification documents for your reference.

Thank you for your prompt attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]