

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for BVN (Bank Verification Number)

I am writing to formally apply for a Bank Verification Number (BVN). My name is [Your Full Name], and I am a resident of [Your City/State]. I am currently a customer of [Your Bank Name] and have been maintaining my account since [Year].

The reasons for my BVN application include:

1. [Reason 1: e.g., Compliance with banking regulations]
2. [Reason 2: e.g., Facilitating secure transactions]
3. [Reason 3: e.g., Accessing loans or other banking services]

Enclosed with this letter, please find the required documents to support my application, including:

- [Document 1: e.g., Copy of Identification]
- [Document 2: e.g., Account Statement]
- [Document 3: e.g., Utility Bill]

I kindly request that my application be processed at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]