

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

[Recipient's Name]
[Recipient's Title]
[Bank Name]
[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for BVN Application

I hope this letter finds you well. I am writing to formally request the issuance of my Bank Verification Number (BVN).

I understand the importance of the BVN in enhancing secure banking services and complying with regulatory requirements in Nigeria. I kindly ask for assistance in processing my application for a BVN, as I am in need of it for my banking transactions.

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Identification Document: [Type of ID, e.g., National ID, Passport]

I would appreciate it if you could provide me with the necessary steps and requirements to complete my BVN registration process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]