

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

Dear [Recipient Name],

I am writing to request the issuance of my Bank Verification Number (BVN). Please find my personal details listed below:

- Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Account Number: [Your Account Number]
- Phone Number: [Your Phone Number]

I have attached the required documents for your reference. Thank you for your assistance.

Sincerely,
[Your Name]