

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

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Bank Verification Number (BVN)

I am writing to formally request a Bank Verification Number (BVN) as part of my banking requirements.

[Provide a brief introduction about yourself and the reason for applying for a BVN. Mention any relevant details that may strengthen your application, such as being a new banking customer or needing the BVN for specific purposes.]

Enclosed with this letter are the necessary documents to facilitate my application, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your prompt attention to this matter and look forward to receiving my BVN at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]