

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

[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Dear [Bank Manager's Name],

Subject: Application for Bank Verification Number (BVN)

I am writing to request my Bank Verification Number (BVN) as required by your institution.

My details are as follows:

- Full Name: [Your Full Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]
- Phone Number: [Your Phone Number]

I would appreciate your prompt assistance in this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]