

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for BVN Verification

I hope this letter finds you well. I am writing to formally request the verification of the Bank Verification Number (BVN) for our client,

[Client's Name], whose details are as follows:

- Client Name: [Client's Full Name]
- BVN: [Client's BVN]
- Account Number: [Client's Account Number]
- Date of Birth: [Client's Date of Birth]

This verification is essential for [brief reason for the verification, e.g., compliance, fraud prevention, etc.]. Kindly provide the necessary confirmation at your earliest convenience.

If you require any further information or documentation, please do not hesitate to contact me directly 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 Name]

[Your Position]

[Your Company Name]