

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: BVN Verification Communication

We hope this message finds you well. In line with our commitment to ensuring the security of your financial transactions, we are writing to inform you about the ongoing process of Bank Verification Number (BVN) verification.

As part of our regulatory obligations, please provide your BVN by [insert deadline if applicable] to enable us to complete our verification process. You can submit your BVN through any of the following methods:

- Email: [insert email address]
- Phone: [insert phone number]
- Online portal: [insert link to portal]

Rest assured, your information will be handled with the utmost confidentiality in accordance with our privacy policy.

Should you have any inquiries or require assistance, please do not hesitate to contact our customer service team at [insert phone number] or [insert email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]