

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: BVN Verification Support

We hereby confirm that [Employee/Client Name], holding the position of [Employee Position/Title] at our organization, has requested assistance in verifying their Bank Verification Number (BVN).

Details of the employee/client are as follows:

- Full Name: [Employee/Client Full Name]
- BVN: [Employee/Client BVN]
- Account Number: [Account Number, if applicable]
- Bank Name: [Bank Name]

Please provide the necessary support to verify the BVN mentioned above. Should you require any further information or documentation, kindly do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Email Address]