

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

[Recipient's Name]
[Recipient's Title]
[Bank Name]
[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for BVN Verification

I hope this letter finds you well. I am writing to formally request the verification of my Bank Verification Number (BVN). My details are as follows:

- ****Name:**** [Your Full Name]
- ****BVN:**** [Your BVN]
- ****Account Number:**** [Your Account Number]

Due to [brief explanation of the reason for the request, e.g., "issues related to the updating of account details" or "need to verify my identity for a transaction"], I kindly request your assistance in verifying my BVN at your earliest convenience.

Please let me know if any further information is required or if there are any forms I need to complete to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]