

[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: Request for BVN Verification Procedure

I hope this letter finds you well. I am writing to inquire about the procedure for the verification of my Bank Verification Number (BVN). I would appreciate your guidance on the steps I need to follow and any documents required to complete this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Account Number]