

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

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Application for BVN Retrieval

I hope this letter finds you well. I am writing to formally request the retrieval of my Bank Verification Number (BVN). Due to [brief explanation of the reason, e.g., lost documents, forgot BVN], I am unable to access my BVN, which is critical for my banking transactions.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Account Number: [Your Account Number]
- Address: [Your Address]

I kindly request your assistance in retrieving my BVN. I have enclosed copies of my identification documents for your verification.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]