

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

[Recipient's Name]
[Recipient's Position]
[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for BVN Number

I hope this letter finds you well. I am writing to formally request my Bank Verification Number (BVN).

I have recently opened an account with [Bank's Name] and discovered that I do not have my BVN readily available. This number is crucial for my banking needs and ensuring seamless transactions.

To assist you in processing my request, my account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

I kindly ask that you provide my BVN at your earliest convenience. If any further information is required, please do not hesitate to reach out to me via the contact details provided above.

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]