

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

The Branch Manager

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

Dear Sir/Madam,

Subject: Inquiry Regarding BVN Number

I am writing to inquire about my Bank Verification Number (BVN). My name is [Your Full Name], and I hold an account with your bank (Account Number: [Your Account Number]).

I would like to request assistance in obtaining my BVN, as I require it for [specific reason, e.g., opening a new account, accessing certain services, etc.].

Please let me know the necessary steps I need to take to retrieve my BVN.

I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]