

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

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

Dear [Recipient's Name],

Subject: Request for Bank Verification Number (BVN) Information

I hope this letter finds you well. I am writing to formally request my Bank Verification Number (BVN) associated with my account at [Bank Name]. Please find my account details below for your reference:

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

I appreciate your assistance in providing my BVN at your earliest convenience, as it is necessary for my ongoing financial transactions. 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]