

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

Dear [Bank's Customer Service/Specific Recipient's Name],

Subject: Request for Bank Verification Number (BVN)

I hope this letter finds you well. I am writing to formally request my Bank Verification Number (BVN) as I am in need of it for [state reason, e.g., completing a financial transaction, verifying my account, etc.].

My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

I would appreciate it if you could provide my BVN at your earliest convenience. Should you require any further information or documentation to process this request, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Sign Here if sending a hard copy]