

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

[Recipient's Name]
[Recipient's Title/Position]
[Bank/Organization Name]
[Bank/Organization Address]
[City, State, Zip Code]

Dear [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) associated with my account at your institution. Below are my personal details for your reference:

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

I would appreciate it if you could assist me in this matter as I require my BVN for [specific reason, e.g., verification purposes, account linking, etc.].

Thank you for your prompt attention to this request. If you need any further information, please do not hesitate to contact me.

Sincerely,

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