

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

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

Dear [Recipient's Name],

Subject: Request for BVN Extraction

I am writing to formally request the extraction of my Bank Verification Number (BVN) associated with my account. My details are as follows:

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

I kindly ask you to process this request at your earliest convenience, as I require my BVN for [briefly explain reason, e.g., loan application, account verification].

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]