

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: BVN Renewal Announcement

We are pleased to announce that we will be conducting a renewal process for your Bank Verification Number (BVN). This process is essential to ensure the accuracy and security of your banking information.

Please take note of the following important details:

- ****Renewal Period:**** [Start Date] to [End Date]
- ****Required Documents:****
 - Valid identification (e.g., National ID, Passport)
 - Recent passport-sized photograph
 - Any additional documents as specified

To complete the renewal, please visit our nearest branch or use our online platform during the specified period.

For any inquiries or further assistance, feel free to contact our customer service at [Customer Service Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]