

[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: Application for BVN Renewal

I am writing to formally request the renewal of my Bank Verification Number (BVN). My BVN Number is [Your BVN Number], and I have encountered [briefly explain the reason for renewal, e.g., "an issue with my current BVN status"].

I have attached the necessary documentation for your review. I kindly request that you process my application at your earliest convenience. 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]