

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

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

Dear [Bank Manager's Name],

Subject: Request for BVN Renewal

I hope this letter finds you well. I am writing to request the renewal of my Bank Verification Number (BVN) associated with my account.

My details are as follows:

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

Due to [reason for renewal, e.g., expiration, update of personal information], I would like to ensure that my BVN is active and up to date.

Please let me know if any further information or documentation is required to complete the renewal process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]