

[Your Bank's Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: BVN Renewal Notification

We hope this letter finds you well.

We are writing to inform you that your Bank Verification Number (BVN) is due for renewal. To ensure continued access to your banking services and to comply with regulatory requirements, we kindly ask you to complete the renewal process at your earliest convenience.

Please visit any of our branches or log into your online banking account to initiate the renewal process. For your convenience, the necessary forms and instructions can be found on our website or obtained at our branches.

Should you have any questions or require assistance, please do not hesitate to contact our customer service center at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Bank's Name]

[Bank Contact Information]