

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

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

Subject: BVN Renewal Notification

Dear [Recipient Name],

We are writing to inform you that your Bank Verification Number (BVN) is due for renewal. As part of our commitment to ensuring the security and accuracy of our banking services, we urge you to complete the renewal process as soon as possible.

Please visit [branch/location/website] to initiate the renewal process and avoid any disruptions to your banking activities. It is crucial to update your records to maintain uninterrupted access to your accounts. Should you have any questions or require assistance, please do not hesitate to contact our customer service at [customer service number] or [customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Bank Name]