

[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]

Subject: BVN Renewal Request

Dear [Recipient's Name],

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

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- BVN: [Your Existing BVN]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

**\*\*Reason for Renewal:\*\***

[Briefly explain the reason for the renewal request, e.g., expiration, update of personal details, etc.]

**\*\*Attachments:\*\***

[List any necessary documents you are including, if applicable, e.g., identification, proof of address, etc.]

I appreciate your prompt attention to this matter and look forward to your positive response. Please feel free to contact me via [email/phone] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]