

[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 message finds you well. I am writing to formally request the renewal of my Bank Verification Number (BVN) due to [state reason, e.g., expiration, loss, or other issues].

My details are as follows:

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

I would appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Name]