

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

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

Subject: Request for BVN Renewal

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of my Bank Verification Number (BVN) associated with my account. My details are as follows:

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

I understand the importance of maintaining up-to-date records and would like to ensure my BVN is renewed promptly.

Please let me know if there are any forms or additional information you require from my side to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]