

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title (if applicable)]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for BVN Renewal

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

My details are as follows:

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

Due to [brief reason for renewal, e.g., changes in personal information, loss of original BVN document, etc.], I kindly ask for your assistance in facilitating this process at your earliest convenience.

Please let me know if there are any forms or documents required from my side to expedite the renewal of my BVN. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]