

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

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

Subject: Application for BVN Renewal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my Bank Verification Number (BVN). My BVN is [Your BVN Number], and I would like to ensure that my banking services remain uninterrupted.

I have recently experienced [briefly explain reason for renewal, if applicable, e.g., changes in personal details, expiration of current BVN], and I believe it is necessary to update my information accordingly. Please find attached copies of my identification documents and any other necessary information for your review.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]