

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

[Recipient's Name]
[Company/Bank Name]
[Company/Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to kindly request the renewal of my Bank Verification Number (BVN), as I understand its importance for maintaining my banking services and ensuring security. My BVN is [Your BVN], and it is due for renewal. I would appreciate your guidance on the necessary steps I need to follow to complete this process. If there are any required documents or further information needed, please do let me know.

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

Warm regards,

[Your Name]

[Your Account Number or Reference Number, if applicable]