

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient'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) as I have recently encountered issues that require a valid BVN for the continuation of my banking services.

My details are as follows:

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

I understand the importance of having up-to-date information, and I assure you that I am keen on complying with all necessary requirements for the renewal process.

Please let me know the specific documents I need to provide and any additional steps I must follow to facilitate this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]