

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

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

Dear [Bank Manager's Name],  
Subject: BVN Renewal Request

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].

Due to [specific reason for renewal, e.g., expiration, changes in personal details], I would like to initiate the renewal process. Please let me know the necessary steps or requirements to expedite this request. 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]