

[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 details are as follows:

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

I understand the importance of maintaining an up-to-date BVN and would appreciate your assistance in this matter. Please let me know if any additional information is required from my side to facilitate the renewal process.

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

Sincerely,

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