

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

Customer Service Department
BDO Unibank, Inc.

[Branch Address]
[City, State, Zip Code]

Subject: Request for Credit Card Account Closure

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally request the closure of my BDO credit card account with the following details:

****Account Holder Name:**** [Your Full Name]

****Credit Card Number:**** [Last Four Digits of Your Credit Card]

****Account Number:**** [Your Account Number]

Please consider this letter as my official request to close the above-mentioned account effective immediately. I kindly ask you to confirm that my account has been closed and that there are no remaining dues or balances.

If you need any additional information or documentation to process my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]