

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

Customer Service
BDO Unibank, Inc.
[BDO Address]

[City, State, Zip Code]

Subject: Request for Credit Card Account Update

Dear Customer Service,

I hope this letter finds you well. I am writing to request an update on my BDO credit card account. My account number is [Your Account Number], and I would like to make sure that my personal information is up to date. Please find below the details I would like to update:

- Name: [Your Full Name]
- Address: [New Address]
- Phone Number: [New Phone Number]
- Email Address: [New Email Address]

I would appreciate it if you could confirm the update once processed. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]