

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

Customer Service

Banco de Oro (BDO)

[Relevant BDO Branch Address]

[City, State, Zip Code]

Subject: Credit Card Account Verification Request

Dear Customer Service,

I hope this letter finds you well. I am writing to request verification of my BDO credit card account. Below are the details associated with my account:

- Account Holder Name: [Your Full Name]
- Credit Card Number: [Last 4 Digits of Your Card]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

I kindly ask that you verify my account status and ensure that all details are up to date. If any further information is required to process my request, please do not hesitate to contact me at the phone number or email address listed above.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]