

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

Customer Service

BDO Unibank, Inc.

[Specific Branch or Department, if applicable]

[Bank's Address]

[City, State, Zip Code]

Subject: Request for Credit Card Balance Transfer

Dear Customer Service,

I hope this letter finds you well. I am writing to request a balance transfer from my existing credit card to my BDO credit card. Below are the details of my request:

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

**\*\*BDO Credit Card Number:\*\*** [Your BDO Credit Card Number]

**\*\*Existing Credit Card Details:\*\***

- **\*\*Credit Card Issuer:\*\*** [Name of the Issuing Bank]

- **\*\*Credit Card Number:\*\*** [Existing Credit Card Number]

- **\*\*Outstanding Balance:\*\*** [Amount]

I would like to request the transfer of the outstanding balance to my BDO credit card account. Please let me know if there are any forms or additional documentation needed to facilitate this process.

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]