

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

BDO Customer Service

BDO Unibank, Inc.

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

Subject: Dispute Regarding Billing Error on Credit Card

Dear BDO Customer Service,

I hope this message finds you well. I am writing to formally dispute a billing error that has occurred on my BDO credit card statement for the billing period of [insert date range].

My account details are as follows:

- Account Name: [Your Name]
- Credit Card Number: \*\*\*\* \* [last four digits]
- Statement Date: [Insert statement date]
- Total Amount Disputed: [Insert disputed amount]

The error I am disputing is [briefly explain the nature of the error, e.g., unauthorized charge, incorrect transaction amount, etc.]. Upon reviewing my statement, I noticed that the charge for [insert details of the disputed charge] is incorrect because [provide a brief explanation].

I have attached copies of relevant documents, including my credit card statement and any supporting evidence, to substantiate my claim.

I kindly request your prompt attention to this matter and a correction to my account. I look forward to your swift resolution of this billing error. Please feel free to contact me at the phone number or email address provided above should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]