

[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 Cancellation

Dear BDO Customer Service,

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

- Cardholder Name: [Your 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 terminate any and all services associated with the aforementioned credit card. I would appreciate a confirmation of the cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature] (if sending a hard copy)
[Your Printed Name]