

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
BDO Customer Service
BDO Unibank, Inc.
[Bank Address]
[City, State, ZIP Code]
Subject: Request for Change of Address for Credit Card Account
Dear BDO Customer Service,
I am writing to request a change of address for my BDO credit card
account. Below are my account details:
Account Name: [Your Name]
Credit Card Number: [Last 4 Digits of Credit Card]
Old Address: [Your Old Address]
New Address: [Your New Address]
Please update my records accordingly. Should you need any further
information or documentation to process this request, kindly let me know.
Thank you for your assistance.
Sincerely,
[Your Name]
[Signature (if sending a hard copy)]