

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

Customer Service  
BDO Unibank, Inc.

[BDO Branch Address]  
[City, State, ZIP Code]

Subject: Fraud Report for Credit Card No. XXXX-XXXX-XXXX-XXXX

Dear Customer Service,

I am writing to formally report suspected fraudulent activity on my BDO credit card account. Details of the transaction(s) are as follows:

- \*\*Credit Card Number:\*\* XXXX-XXXX-XXXX-XXXX
- \*\*Date of Unauthorized Transaction:\*\* [Date]
- \*\*Amount:\*\* [Amount]
- \*\*Merchant:\*\* [Merchant Name or Description]

I did not authorize these transactions and believe that my card information has been compromised. I kindly request that you investigate this matter promptly and take the necessary steps to secure my account. Please confirm receipt of this letter and keep me updated on the status of my report. I appreciate your immediate attention to this issue.

Thank you for your assistance.

Sincerely,

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