

[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: Credit Card Payment Request

Dear BDO Customer Service,

I hope this message finds you well. I am writing to request the payment details for my BDO credit card account. Below are my account details for your reference:

- Cardholder Name: [Your Name]
- Credit Card Number: [Last 4 Digits of Card Number]
- Account Number: [Your Account Number]

I would like to inquire about the outstanding balance, due date, and payment options available. Additionally, if there are any upcoming changes or promotions related to payments, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]