

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

BDO Credit Card Services

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

Subject: Request for Credit Card Renewal

Dear BDO Credit Card Services,

I hope this letter finds you well. I am writing to formally request the renewal of my BDO Credit Card, which is set to expire on [Expiration Date].

My credit card details are as follows:

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

I have been a loyal customer of BDO and have consistently maintained my account in good standing. I would greatly appreciate your assistance in processing my renewal request at your earliest convenience.

Please let me know if you require any further information or documentation to facilitate this request.

Thank you for your attention to this matter.

Sincerely,

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