

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

Customer Service

BDO Credit Cards

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

Dear BDO Credit Card Customer Service,
Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction regarding [specific issue, e.g., unauthorized charges, billing error, customer service response, etc.] related to my BDO credit card account ([Your Account Number]).

On [date of issue], I noticed that [details of the issue, including specific transaction details or interactions]. Despite my attempts to resolve this matter by [mention any previous communications, calls, or actions taken], I have not received a satisfactory response or resolution.

I kindly request that you [state what resolution you seek, e.g., refund, correction of statement, further investigation].

I hope for your prompt attention to this matter and look forward to your quick response.

Thank you for your cooperation.

Sincerely,
[Your Name]