

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

Customer Service
BDO Unibank, Inc.
[Branch Address]

[City, State, ZIP Code]

Dear BDO Customer Service,

Subject: Request for Credit Card Statement

I hope this message finds you well. I am writing to formally request a copy of my credit card statement for the account associated with the following details:

- Cardholder Name: [Your Name]
- Credit Card Number: [Last Four Digits of Credit Card]
- Billing Period: [Specify Billing Period]

I would appreciate it if you could send the statement to my email address at [Your Email Address] or to my mailing address listed above.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]