

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

BDO Unibank, Inc.

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

Subject: Credit Card Transaction Authorization

Dear Sir/Madam,

I, [Your Name], holder of BDO Credit Card number ending in [Last Four Digits], authorize the following transaction:

- Transaction Amount: [Amount]
- Merchant Name: [Merchant Name]
- Transaction Date: [Transaction Date]
- Purpose: [Brief Description of Purpose]

Please consider this letter as my formal authorization for the above-mentioned transaction. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your BDO Credit Card Number] (if required)