

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

Branch Manager  
BDO Unibank, Inc.

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

Dear Branch Manager,  
Subject: Request for Loan Statement

I hope this message finds you well. I am writing to formally request a statement for my loan account with BDO.

Account Name: [Your Name]

Loan Account Number: [Your Loan Account Number]

Type of Loan: [Type of Loan, e.g., Personal Loan, Home Loan]

I would appreciate it if you could provide the statement for the period of [start date] to [end date]. This information is required for my records and to assess my current financial situation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]