

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

Customer Service Department
BDO Bank

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

Dear Sir/Madam,

Subject: Inquiry Regarding Account Details

I hope this letter finds you well. I am writing to request information regarding my account with BDO Bank. My account number is [Your Account Number], and I would like to inquire about the following details:

1. Current account balance
2. Recent transaction history
3. Any applicable fees or charges

I would appreciate it if you could provide this information at your earliest convenience. If you require any further information for verification purposes, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

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