

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

BDO Unibank, Inc.

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

Subject: Request for Account Closure

Dear Sir/Madam,

I am writing to formally request the closure of my BDO bank account.

Account Information:

Account Name: [Your Full Name]

Account Number: [Your Account Number]

Type of Account: [Saving/Checking/Time Deposit]

I would appreciate it if you could process this request at your earliest convenience. Please inform me of any final steps I need to take or any documents I need to submit.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]