

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

Customer Service
BDO Unibank, Inc.
[Branch Address]

[City, State, ZIP Code]

Subject: Request for Bank Account Update

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request an update to my account information with BDO.

Details of my account are as follows:

- Account Name: [Your Full Name]
- Account Number: [Your Account Number]

The following information requires updating:

- [Specify the information to be updated, e.g., address, phone number, email, etc.]
- New Information: [Provide the new information]

Please let me know if you require any further documentation or information to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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