

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

Customer Service

BDO Bank

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

Subject: Request for ATM Card Issuance

Dear Customer Service,

I hope this message finds you well. I am writing to formally request the issuance of an ATM card associated with my account held at BDO Bank.

**\*\*Account Details:\*\***

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking/etc.]

I would appreciate your assistance in processing my request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]