

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

[Bank Manager's Name]

BDO Unibank, Inc.

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

Subject: Request for Bank Statement

I hope this message finds you well. I am writing to formally request a copy of my bank statement for my BDO account. My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Period: [Specify the period for which you need the bank statement, e.g., from January 1, 2023 to December 31, 2023]

I would greatly appreciate it if you could provide me with the statement at your earliest convenience. If there are any forms or additional information required to process this request, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]