

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

Customer Service

BDO Bank

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

Dear Customer Service Team,

Subject: [Brief Description of the Issue or Inquiry]

I hope this message finds you well. I am writing to bring to your attention [describe the issue or inquiry in detail].

[Add any relevant account numbers, transaction details, or specific information that may assist in addressing the matter.]

I would appreciate your prompt assistance in resolving this issue. If necessary, I am available for a call or meeting to discuss this further. Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]