

<Branch of Account>  
<Branch of Account Address>

<Date>

Dear <Mr. / Ms. <Branch Head>,>

I would like to request that my converted EMV ATM Debit Card linked to my Account No. \_\_\_\_\_  
be sent to my preferred branch, <Preferred BDO Branch Name>.

Reason for Request :

- Transfer of Residence due to Permanent or Temporary Job Assignment
- Relocation of Company Office
- Others \_\_\_\_\_

Thank you.

**Cardholder Name and Signature**