

Prepaid Account Balance Transfer Request

Date: [Insert Date]

To: [Insert Company Name]

Customer Service Department

[Insert Company Address]

Dear Customer Service Team,

I am writing to formally request a transfer of my prepaid account balance. Below are my account details:

Current Account Holder Name: [Your Name]

Current Account Number: [Your Account Number]

Requested Transfer Account Number: [Recipient Account Number]

Transfer Amount: [Amount to Transfer]

For your reference, I have attached copies of all relevant documentation, including my identification and current account statements.

Please let me know if you require any additional information or documents to complete this request. I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]