

# Credit Card Balance Transfer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

## **Subject: Acceptance of Balance Transfer Offer**

Dear [Bank Manager's Name],

I am writing to formally accept the balance transfer offer for my credit card account ([Your Account Number]). I appreciate the opportunity to transfer my existing credit card balance from [Current Card Issuer's Name] to [Bank's Name].

The terms of the offer, including the interest rate and fees, were clearly detailed in your previous correspondence. I understand that the balance transfer amount will be [Transfer Amount] and that it may take [Number of Days] to process.

Kindly confirm when the transfer has been initiated. If you require any further information or documentation from my end, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]