

Credit Card Balance Transfer Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Subject: Balance Transfer Request

Dear [Credit Card Company],

I am writing to formally request a balance transfer to my [Your Credit Card Name] from my existing credit card, [Your Current Credit Card Name]. The details of my current credit card are as follows:

- Current Credit Card Number: [XXXX-XXXX-XXXX-XXXX]
- Current Balance: \$[Current Balance]

I understand that the balance transfer will incur a fee of [Transfer Fee Percentage]% of the amount transferred and that the promotional interest rate of [Promotional Rate]% for the first [Promotional Period] is applicable. Please confirm the terms and conditions of the balance transfer, including the effective date and any relevant fees.

I authorize you to pay off the above balance directly from my new credit card account, and I will make the necessary payments to my existing account until the transfer is confirmed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]