

Credit Card Balance Transfer Instructions

Date: [Date]

To: [Bank Name]

Address: [Bank Address]

Subject: Balance Transfer Request

Dear [Bank or Customer Service Team],

I hope this message finds you well. I am writing to request the transfer of my credit card balance from my current card issuer to my [New Bank Name] credit card. Below are the details of the transaction:

Cardholder Information:

Name: [Your Name]

Account Number: [Your Account Number]

Email: [Your Email]

Phone Number: [Your Phone Number]

Current Credit Card Details:

Issuer: [Current Card Issuer]

Account Number: [Current Card Account Number]

Balance Amount: [Current Balance Amount]

Transfer Details:

To: [New Card Issuer]

Account Number: [New Card Account Number]

Requested Transfer Amount: [Amount to Transfer]

Please let me know if you require any further information or documentation to initiate this transfer. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]