

# Credit Card Balance Transfer Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a balance transfer to my current credit card account with [Credit Card Company Name].

Below are the details of my request:

- Account Number: [Your Current Credit Card Account Number]
- Amount to Transfer: [Amount to be Transferred]
- Transfer Source: [Name of Other Credit Card Company and Account Number]

I appreciate your prompt attention to this matter and look forward to your confirmation of this balance transfer.

Thank you for your assistance.

Sincerely,

[Your Name]