

Balance Transfer Eligibility Verification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request verification of my eligibility for a balance transfer to my [Credit Card/Account Name] with your institution. I would like to understand the terms associated with the balance transfer, including any fees, interest rates, and promotional offers that may apply.

My account details are as follows:

- Account Number: [Your Account Number]
- Current Balance: [Your Current Balance]
- Credit Limit: [Your Credit Limit]

Please let me know if there are any additional requirements, and provide a timeline for the verification process. Your prompt assistance in this matter will be greatly appreciated.

Thank you for your attention to this request.

Sincerely,

[Your Name]