

Balance Transfer Offer Acceptance Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the balance transfer offer you provided. I appreciate the opportunity to transfer my existing balance of [Amount] from my current account to the [New Account Name] with your institution.

Please find the details below:

- Current Account: [Current Account Number]
- Amount to be Transferred: [Amount]
- Transfer Fee: [Fee, if applicable]
- New Account Number: [New Account Number]

I would like the transfer to be processed at your earliest convenience. Please confirm the date when the transfer will take place and if there are any additional steps I need to follow.

Thank you for your assistance. I look forward to your confirmation.

Sincerely,

[Your Name]