

# Credit Card Balance Transfer Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to inquire about the process and terms related to a credit card balance transfer with [Bank Name].

I currently hold a credit card with your institution (Account Number: [Insert Account Number]) and I am considering transferring balances from other credit cards to take advantage of your offerings.

Specifically, I would like to know:

- The interest rates applicable to balance transfers.
- Any fees associated with the balance transfer process.
- The duration for which the promotional rates are valid.
- Steps I need to take to initiate the balance transfer.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]