

# Balance Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service

[Bank/Company Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a balance transfer to my credit card account with [Bank/Company Name]. My account number is [Your Account Number]. I would like to transfer a balance of [Amount] from my [Other Credit Card Name] with account number [Other Account Number].

Please let me know the details regarding the balance transfer fee and interest rates applicable to this transfer. I look forward to your prompt assistance with this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]