

Balance Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank's Customer Service/Specific Department],

I am writing to formally request a balance transfer for my credit card account ([Your Credit Card Number]). I currently carry a balance of [Current Balance] with [Current Card Issuer], and I would like to transfer this amount to my account with [Your Bank's Name].

Please let me know the necessary steps and documentation needed to complete this transfer. I would appreciate it if you could provide any promotional offers or conditions associated with this balance transfer.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]