

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

Axis Bank Customer Service

[Axis Bank Address]  
[City, State, Zip Code]

Subject: Request for Balance Transfer on Axis Credit Card

Dear Customer Service Team,

I hope this letter finds you well. I am writing to formally request a balance transfer for my Axis Bank credit card, details of which are as follows:

- Cardholder Name: [Your Name]
- Credit Card Number: [Last Four Digits of Your Card]
- Account Number: [Your Account Number]

I wish to transfer the following balances from my other credit cards to my Axis credit card:

1. Card Issuer: [Other Bank Name]  
Balance Amount: [Amount]  
Account Number: [Account Number]
2. Card Issuer: [Other Bank Name]  
Balance Amount: [Amount]  
Account Number: [Account Number]

[Include additional entries if necessary.]

I would like to request that the transfer be processed at the earliest convenience, and I understand that this may take a few days to reflect on my account.

Please let me know if you require any further information or documentation to process this request. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]