

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

Subject: Request for Credit Card Balance Transfer

Dear [Customer Service Department/Specific Name],
I hope this message finds you well. I am writing to request a balance transfer from my current credit card to my [New Credit Card Name/Number] account with your company.

Here are the details of the balance I wish to transfer:

- Current Credit Card Account Number: [Current Card Number]
- Balance Amount: [Current Balance Amount]

I understand there may be fees associated with this transfer, and I would appreciate any information on interest rates and terms as well.

Please let me know if any additional information or documents are required to process this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]