

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

Customer Service

VW Credit Card Company

[Company Address]
[City, State, Zip Code]

Subject: Request for Balance Transfer

Dear Customer Service,

I hope this letter finds you well. I am writing to formally request a balance transfer to my VW credit card account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would like to transfer the following balances from my existing accounts:

1. [Creditor Name], Amount: \$[Amount]
2. [Creditor Name], Amount: \$[Amount]
3. [Creditor Name], Amount: \$[Amount]

Please process this transfer at your earliest convenience. If you need any additional information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,
[Your Name]