

## Letter Requesting a Balance Transfer

**This package contains:**

1. Instructions & Checklist for Writing a Letter Requesting a Balance Transfer
2. Letter Requesting a Balance Transfer

## Instructions & Checklist for Letter Requesting a Balance Transfer

- This package contains: (1) Instructions & Checklist for Letter Requesting a Balance Transfer; and (2) Letter Requesting a Balance Transfer.
  
- This form is designed to assist you in drafting a letter to a bank (Bank A) where you have an account, requesting that they arrange to transfer the balance you owe on a different account at a different bank (Bank B) to your account at Bank A.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 8, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Re: [Account No., Recipient Bank's Name]

I am writing to request a balance transfer, as follows:

Transfer from: My account at: [Other Bank Name] [Account No. at Other Bank].

Transfer to: My above-referenced account at [Recipient Bank's Name].

As of this date, the balance in question is [\$ \_\_\_\_\_].

Contact information for [Other Bank] is [Other Bank's Customer Service Phone No.].

If you have any questions, please call me on my cell phone: [Cell Phone No.].

Please execute this transfer immediately, and provide me with written confirmation upon completion of the transaction.

Thank you very much for your prompt assistance in this matter.

Cordially,

[Your Name]

Enclosures