

Credit Authorization Letter

Subject: Credit Authorization Letter

Dear [Recipient's Name],

I am writing this letter to authorize [Authorized Person's Full Name] to use my credit on my behalf for any transactions and purchases with [Name of the Vendor/Creditor]. This authorization is effective from [Start Date] to [End Date], unless otherwise specified.

Below are the details of the authorized person:

Full Name: [Authorized Person's Full Name]

Date of Birth: [Authorized Person's Date of Birth]

Contact Number: [Authorized Person's Contact Number]

Relationship to Me: [Authorized Person's Relationship to the Credit Holder]

I understand that by granting this authorization, I am allowing the authorized person to make purchases, withdraw cash, and perform any other actions related to my credit account. I will be solely responsible for any charges or liabilities incurred during the authorized period.

I request you to please provide the authorized person with all necessary information and access required to utilize my credit account. Additionally, I ask that you treat this authorization letter as an official document and act in good faith on its terms.

If there are any changes to the authorized person's details or if I wish to revoke this authorization before the specified end date, I will notify your company immediately in writing.

Please find my signature below, acknowledging that I have willingly granted this credit authorization:

Signature: _____

Date: _____

Thank you for your prompt attention to this matter. If you have any questions or require further information, please do not hesitate to contact me at the provided contact details.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical letter]