

Informal Credit Authorization Email

Subject: Authorization to Handle Credit Matters

Hi [Recipient Name],

I hope you are doing well. I authorize [Authorized Person's Name] to manage my credit account [Account Number] on my behalf, including submitting requests and receiving approvals. Kindly allow them to act in this capacity until further notice.

Thanks for your support!

Best,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/credit-authorization-letter>