

Formal letter granting credit card use authorization

Subject: Authorization for Credit Card Use

Dear Sir/Madam,

I, [Your Full Name], the holder of credit card number ending in [XXXX], hereby authorize [Authorized Person's Full Name] to use my credit card for the purpose of [Specific Purpose, e.g., hotel booking, business payment, or travel expenses].

This authorization is valid from [Start Date] to [End Date], and it is limited to a maximum spending amount of [Specify Amount if applicable]. Please allow them to use my card details as per this authorization.

Kindly consider this as official permission, and do not hesitate to contact me at [Your Contact Information] for verification if required.

Sincerely,

[Your Full Name]

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