Short email granting authorization

Subject: Credit Card Authorization

Hi [Recipient's Name],

This is to confirm that I authorize [Authorized Person's Name] to use my credit card ending in [XXXX] for [Specific Purpose].

This authorization is valid only for [Date/Event]. Please reach out to me directly at [Phone/Email] if you need confirmation.

Thanks,

[Your Full Name]

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https://www.lettersandtemplates.com/letters/credit-card-authorization-letter