

Letter for single transaction use

Subject: One-Time Credit Card Authorization

Dear [Recipient's Name],

This letter serves as confirmation that I, [Your Full Name], authorize [Authorized Person's Name] to use my credit card ending in [XXXX] for a one-time payment of [Amount] on [Date].

This authorization is valid only for the above-mentioned transaction and shall not extend beyond it.

Please verify with me directly if you require additional confirmation.

Sincerely,

[Your Full Name]

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