

# Credit Card Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize the use of the company credit card for business-related expenses. The details of the credit card are as follows:

- Cardholder Name: [Cardholder Name]
- Card Number: [Last Four Digits]
- Expiration Date: [MM/YY]

This authorization is valid for purchases related to [specific business purpose or event] and is effective from [Start Date] to [End Date]. All expenses incurred will be documented and submitted for accounting purposes.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]