

Credit Card Authorization Letter

Date: _____

To Whom It May Concern,

I, **[Your Name]**, residing at **[Your Address]**, am writing to authorize the use of my credit card for purchasing a gift on my behalf.

Please find the details of the credit card below:

- Card Holder Name: **[Your Name]**
- Card Number: **[Last Four Digits]**
- Expiry Date: **[MM/YY]**
- Billing Address: **[Billing Address]**

I authorize **[Recipient's Name]** to make the following purchase:

Item Description: **[Description of the Gift]**

Purchase Amount: **[Amount]**

This authorization is valid until **[End Date]**.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]