

# Credit Card Authorization Letter

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I, [Your Full Name], authorize [Hotel Name] to charge my credit card for the following hotel reservation:

Reservation Name: [Guest Name]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Number of Guests: [Number of Guests]

Reservation Confirmation Number: [Confirmation Number]

Please find my credit card details below:

Cardholder Name: [Cardholder Name]

Card Type: [Visa/MasterCard/American Express]

Card Number: [Credit Card Number]

Expiration Date: [MM/YY]

CVV: [CVV Code]

I understand that this letter serves as my authorization for the hotel to charge my credit card for the total amount due for my stay.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]