

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of Credit Card Usage Authorization**

Dear [Recipient Name],

This letter serves as an official acknowledgment of your authorization for the usage of your credit card ending in \*\*\*\*[Last Four Digits] for [specific purpose, e.g., Company expenses, personal purchase, etc.] on [date of transaction].

We confirm that the total amount charged was \$[amount] and it has been documented in our records.

If you have any questions regarding this transaction or need further information, please feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]