

Payment Authorization Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received your authorization for the credit card payment. Below are the details of the transaction:

Cardholder Name [Cardholder's Name]
Card Type [Visa/MasterCard/etc.]
Card Number **** * [Last Four Digits]
Transaction Amount [Amount]
Transaction Date [Transaction Date]

If you have any questions or concerns regarding this transaction, please feel free to reach out to us at [Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Contact Information]