

# Confirmation of Credit Card Authorization Receipt

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

We are writing to confirm that we have received your credit card authorization for the transaction dated [Insert Transaction Date]. Below are the details of the authorization:

## **Authorization Details:**

- **Cardholder Name:** [Cardholder Name]
- **Credit Card Number:** \*\*\*\* \* [Last Four Digits]
- **Transaction Amount:** [Transaction Amount]
- **Authorization Code:** [Authorization Code]
- **Date of Authorization:** [Date of Authorization]

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your transaction.

Sincerely,

[Your Company Name]

[Your Position]

[Company Contact Information]