

Official Notice of Credit Card Authorization

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your credit card authorization request has been received and processed. The details of your authorization are as follows:

- Cardholder Name: [Cardholder Name]
- Card Number: **** * [Last Four Digits]
- Authorization Amount: [Amount]
- Authorization Date: [Date]

Please ensure that the above information is accurate and let us know if you have any questions or concerns.

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]