

# Credit Card Expenditure Report

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Dear [Recipient Name],

We are writing to provide you with a report regarding the expenditure against your credit card limit for the period of [Insert Period].

## Overview

Your total credit limit is: \$[Insert Total Limit]

Total expenditure during the period: \$[Insert Total Expenditure]

## Expenditure Details

Date	Description	Amount
[Insert Date]	[Insert Description]	[\$[Insert Amount]]

## Remaining Credit Limit

Your remaining credit limit is: \$[Insert Remaining Limit]

If you have any further questions or require additional information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]