

Credit Card Direct Settlement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Credit Card Company Name]

Attention: [Specific Department or Contact Person]

[Credit Card Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a direct settlement for expenses incurred related to [Event Name] held on [Event Date]. The total expenses amount to [Total Amount], which includes [briefly list major expenses].

Please find attached the relevant documentation including receipts and invoices for your reference.

We request that the payment be directly settled to our credit card account, the details of which are as follows:

- Cardholder Name: [Your Name]
- Card Number: [Last Four Digits of Card Number]
- Amount to be settled: [Total Amount]

Thank you for your prompt attention to this matter. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]