

# Credit Card Authorization Letter

Date: [Insert Date]

To: [Credit Card Company/Bank Name]

Address: [Credit Card Company Address]

Subject: Credit Card Authorization for Business Expenses

Dear [Recipient's Name],

I am writing to authorize the usage of my credit card for business-related expenses on behalf of [Your Company Name]. Please find the details of my credit card below:

**Cardholder Name:** [Your Name]

**Card Number:** [XXXX-XXXX-XXXX-XXXX]

**Expiration Date:** [MM/YY]

**CVV:** [XXX]

I authorize [Employee's Name or Position] to make purchases for the following business expenses:

- [Expense Description 1]
- [Expense Description 2]
- [Expense Description 3]

Please ensure that all transactions are documented and receipts are collected for our records.

Thank you for your assistance. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]