

# Credit Card Use Approval

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Credit Card Use Approval for Employee Purchases

Dear [Employee's Name],

We are pleased to inform you that your request for credit card use for company-related purchases has been approved. Please find the details below:

## Approval Details:

- Credit Card Limit: [Insert Amount]
- Effective Dates: [Insert Start Date] to [Insert End Date]
- Purpose of Use: [Insert Purpose]

Please ensure that all purchases made using the company credit card are documented and receipts are submitted for reimbursement where applicable. Adhere to the company policies for credit card usage at all times.

If you have any questions regarding the use of the credit card, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]