

# Credit Card Use Approval for Team Outings

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval for Credit Card Use for Team Outings

Dear [Recipient's Name],

I am writing to formally approve the use of the company credit card for the upcoming team outing scheduled for [Insert Date]. This event aims to enhance team bonding and encourage collaboration among team members.

The estimated budget for the outing is [Insert Amount]. Please ensure that all expenses are properly documented and receipts are submitted for reconciliation.

The details of the outing include:

- Location: [Insert Location]
- Time: [Insert Time]
- Activities Planned: [Insert Activities]

Please feel free to reach out if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]