

Credit Card Use Consent for Hospitality Expenses

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I, [Your Name], hereby provide my consent for the use of my credit card for hospitality expenses incurred during [specific event or purpose] on [dates].

Details of the expenses are as follows:

- Event: [Event Name]
- Date: [Event Date]
- Location: [Event Location]
- Estimated Total Cost: [Amount]

Please ensure that all transactions are documented and reported in accordance with company policy.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]