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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

 **AUTHORITY LETTER** Credit Card |

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Dear [Recipient's Name],I am writing to formally authorize [Agent's Name] to use my credit card for the following specified transactions with [Merchant/Organization Name]:1. Transaction Date: [Insert Date] Transaction Amount: [Insert Amount] Transaction Description: [Insert Description] 2. Transaction Date: [Insert Date] Transaction Amount: [Insert Amount] Transaction Description: [Insert Description]This Credit Card Authorization is effective immediately and will remain in effect until [End Date], unless revoked in writing by me.**Credit Card Details:**Credit Card Number: [Insert Credit Card Number] Cardholder's Name: [Insert Cardholder's Name] Expiration Date: [Insert Expiration Date]CVV/CVC Code: [Insert CVV/CVC Code] Billing Address: [Insert Billing Address] By providing the above credit card details, I grant permission for [Agent's Name] to use my credit card for the specified transactions outlined above. I understand that this information is necessary for processing payments, and I am responsible for any charges incurred within the specified limits.I hereby confirm my consent and agreement to the terms and conditions of this Credit Card Authorization. This letter is a legally binding document, and I fully understand its implications.Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further clarification or if any critical matters arise.Thank you for your attention to this matter.Sincerely,[Your Full Legal Name][Your Signature - If sending a physical copy] |