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| |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] |   **AUTHORITY LETTER**  Credit Card | |  | | --- | |  | |  |   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] |