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| **Authority Letter** | [Email] |
| Credit Card Authorization | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Credit Card Authorization Letter

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]:

* 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]