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

TO [Receiver Name] [Receiver Title]

**Subject:** Credit Card Authorization Letter

Dear ABC Electronics Inc.,

I am writing to formally authorize Sarah R. Johnson to use my credit card for the following specified transactions with your company:

1. Transaction Date: August 15, 20XX

Transaction Amount: $500.00

Transaction Description: Purchase of Laptop (Model: XYZ123)

2. Transaction Date: August 20, 20XX

Transaction Amount: $100.00

Transaction Description: Accessories Purchase

This Credit Card Authorization is effective immediately and will remain in effect until September 30, 20XX, unless revoked in writing by me.

**Credit Card Details:**

* Credit Card Number: 1234 5678 9012 3456
* Cardholder's Name: John A. Smith
* Expiration Date: 12/24
* CVV/CVC Code: 123

Billing Address: 1234 Elm Street, Cityville, State 56789

By providing the above credit card details, I grant permission for Sarah R. Johnson 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 (123) 456-7890 or john.smith@email.com for any further clarification or if any critical matters arise.

Thank you for your attention to this matter.

Sincerely,

John A. Smith