

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Credit Card Issuer's Name]
[Issuer's Address]
[City, State, Zip Code]

Subject: Authorization Letter for Credit Card Use

Dear [Credit Card Issuer's Name],

I, [Your Full Name], am writing to formally authorize [Authorized Person's Full Name] to use my credit card with the number [last four digits of credit card number], issued in my name.

This authorization is valid from [Start Date] to [End Date] for the purpose of [specific purpose, e.g., making purchases, handling emergency expenses].

Please allow [Authorized Person's Name] to make transactions on my behalf during this period. I understand that I will be responsible for all charges made by [Authorized Person's Name] using my credit card.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]