

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to enclose my credit card as per your request. Please find the card attached within this letter.

For your reference, the card details are as follows:

- Card Type: [Visa/MasterCard/Amex, etc.]
- Last Four Digits: \*\*\*\* [last four digits]

Please ensure the card is processed securely and returned to me upon completion of your service.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]