

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide my credit card details for [specific purpose, e.g., payment for services, subscription, etc.]. Please find the information below:

- Cardholder Name: [Your Name]
- Card Number: [XXXX-XXXX-XXXX-XXXX]
- Expiration Date: [MM/YY]
- CVV: [XXX]
- Billing Address: [Your Billing Address]

I understand the importance of keeping this information secure and trust that it will be used only for the intended purpose. Please confirm receipt of this information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]