

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the approval for a business credit card for our department/team. This card will facilitate our purchasing needs, ensuring timely and efficient transactions.

The key benefits of obtaining a business credit card include:

1. Streamlined expense tracking for budgeting purposes.
2. Improved cash flow management.
3. Access to rewards and incentives for business purchases.

I propose that we use the credit card for [specific purposes, e.g., travel expenses, office supplies, client entertainment], which will help us manage our expenses more effectively.

I appreciate your consideration of this request and look forward to your positive response. Please let me know if you need any further information or if we can discuss this matter in person.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Position]
[Your Company]