

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Request for Credit Card

I hope this message finds you well. As part of our efforts to streamline the procurement process, we are implementing a new credit card policy for certain employees.

We are reaching out to request your participation in this program. We believe that your position and responsibilities warrant the issuance of a company credit card to facilitate your duties regarding [specific purpose, e.g., business travel, client meetings, etc.].

Please confirm your acceptance of this request by [specific date]. Should you have any questions or require further information, feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]