

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

Customer Service

TD Bank

[Bank Address]  
[City, State, Zip Code]

Subject: Credit Card Usage Authorization

Dear TD Bank Customer Service,

I, [Your Name], am writing to authorize the use of my TD Bank credit card for the following purpose:

Account Number: [Last four digits of your credit card]

Authorization Date: [Date]

Authorized User: [Name of the person you are authorizing]

Relationship: [Your relationship to the authorized user]

Please allow [Authorized User's Name] to utilize my credit card for [specific usage or purpose, e.g., travel expenses, online purchases] between [start date] and [end date].

I understand that I am responsible for any charges incurred by the authorized user during this period.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]