

Sample Credit Card Authorization Letter

To

Ms Lisa Cherrie

Store Manager

Lake side Lane

Date: 16 May, 20xx

Subject: Master Card 000-0000-00000

Dear Ms Cherrie,

I, the undersigned, hereby, authorize Mr. Jack Collie, my uncle to access my credit card handling for my kitchenware and other household shopping needs for me while I am on official tour.

Master Card 000-0000-00000 through New York Bank is authorized to use and it has an \$800 limit. My card number that he is using is 00-000-000-0000

You are requested to authorize Mr. Jack Collie to use this card to purchase items from your store from May 16, 2014 until February 10, 2014. Any purchases after this time period will not be approved by me and will be disputed to the credit card company

If you should have any questions about this credit card authorization, please contact me on 00-000-0000.

Sincerely,

Harold Schindler